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Paralegal



CAREER FIELD EDUCATION
AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
PARALEGAL SPECIALTY
AFSC 5J0X1**

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**PARALEGAL SPECIALTY
AFSC 5J0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies education/training requirements, support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path and will establish formality in all aspects of career field training. **NOTE:** When applicable, civilians occupying associate positions may use the CFETP Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, training, and other). Section D indicates resource constraints, such as funds, manpower, equipment, and facilities.

2.2. Part II includes the following: Section A, the Course Objective List; Section B, Support Materials; Section C, the Training Course Index; and Section D, the list of MAJCOM Unique Requirements. Section E, identifies the Specialty Training Standard (STS), which includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core tasks, wartime tasks, deployment tasks, and correspondence course requirements. Specifically, under the Proficiency Codes:

Column 2, Core Tasks – Identifies all tasks which must be completed as minimum qualifications within the specialty or duty position.

Column 2, Deployment Tasks – Identifies all tasks which must be completed as minimum qualifications prior to a deployment.

Column 4A (1), 3-Skill Level Course - Identifies specific tasks and to what knowledge and performance levels they are taught at the 3-level school.

Column 4A (2), Wartime Skill – Under wartime conditions, identifies minimum tasks required to be trained.

Column 4B (2), 5-Skill Level Career Development Course (CDC) - Identifies tasks and to what knowledge levels they are taught via CDC.

Column 4C, 7-Skill Level Course - Identifies specific tasks and to what knowledge and performance levels they are taught at the 7-level school.

Column 4D, LOM Course - Identifies specific tasks taught at the Law Office Managers' Course.

3. Using guidance provided in the CFETP will ensure AFSC 5J0X1 personnel receive training at the appropriate point in their career. At the unit level, supervisors and trainers will use the CFETP Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive learning [distance learning] that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media.

Advanced Training (AT) – A formal course for a technical or supervisor level Air Force Specialty (AFS). Training is for selected career airman in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

Air Force Career Field Manager (AFCFM) – The AFCFM is the Senior Paralegal Manager to The Judge Advocate General (TJAG). The AFCFM sets policy for all paralegal training and retraining programs for TJAG Department. The AFCFM is also responsible for all enlisted manpower issues on the Air Staff concerning TJAG's Department. The AFCFM conducts Article 6 visits with TJAG.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list common to all persons serving in the duty position which describes a particular job type or duty position.

Air Force Specialty (AFS) – A group of positions (with the same title and code) that require common qualifications.

Armed Forces Claims Information Management System (AFCIMS) – AFCIMS is a computer software program that allows claims offices to electronically adjudicate claims. AFCIMS also collects data and provides monthly reports which allow legal offices to brief commanders at all levels.

Automated Military Justice Analysis and Management System (AMJAMS) – AMJAMS was designed to collect statistical and management information for the administration of military justice. The purpose of AMJAMS is to collect data pertaining to trials by court-martial, nonjudicial punishment imposed pursuant to Article 15, UCMJ, and other related military justice activity.

Career Field Education and Training Plan (CFETP) – A comprehensive core training document that identifies:

- Education and training requirements
- Training support resources
- Minimum core task requirements for a specialty

The CFETP gives personnel a clear career path and instills formality in career field training.

Chief, Paralegal Training and Manpower (CPTM) – Air Staff point of contact for all paralegal training, manpower initiatives, and other issues relating to Air Force paralegal policy decisions.

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

Core Task – A performance statement identified by the AFCFM as a minimum qualification requirement within an AFSC. Core tasks may be specified for a particular skill level, duty position, or in general across the AFS. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL) – A comprehensive list derived from an initial/advanced skills Course Training Standard, identifying the tasks, knowledge requirements, and performance capability required to achieve a 3/5/7-skill level in an AFS. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Military Training Programs*.

Deployment/Wartime Task – Any task identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

Distance Learning (DL) – Includes video teleseminar (VTS), video teletraining (VTT), CDCs and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of the formal school instructor.

Duty Position – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks and tasks assigned by the supervisor.

Functional Manager (FM) – Individual charged with responsibility for overseeing training and career field management activities within a respective MAJCOM. These individuals assist/advise the AFCFM in decisions regarding the associated career field and provide input at a Utilization and Training Workshop (U&TW).

Go/No Go Standard – “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures.

Initial Skills Training – A formal school course that results in an AFSC 3-skill level award.

Law Office Manager Course (LOMC) – This course is designed to provide noncommissioned officers in charge of base legal offices with an overview of various legal areas that will enhance their understanding of the law, and provide them with principles and concepts of office management to improve their effectiveness in supporting the mission.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job Training (OJT) – Hands-on, “over-the-shoulder” training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Proficiency Training – Used as necessary to ensure the member is qualified to perform the job.

Qualification Training (QT) – Hands-on performance training that personnel develop to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Representative Sites – Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints – Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Set Aside Time Training (SATT) – SATT is a specific block of time set aside during normal duty hours specifically to conduct training. During this training time, normal duty requirements should be discontinued to allow effective training to be conducted.

Specialty Training – The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS) – An Air Force publication that describes skills and knowledge that an airman in a particular AFS needs on the job. It further serves as a contract between AETC and the AFS. The STS matches the job performance requirements for an AFSC with the applicable course training objective.

Standard – An exact value, a physical entity, or an abstract concept that the appropriate authority custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force – All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capability – The ability of an organization to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a training capability.

Training Capacity – The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES) – Decision support system to help information and training communities balance a specialty's training needs versus resources and requirements to optimize career field management.

Training Planning Team (TPT) – Comprised of Subject Matter Experts (SMEs) who are more intimately involved in training development. The range of issues surpasses those covered during the Utilization and Training Workshop (U&TW).

Training Requirements Analysis – A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Type-4 Training – Special or regular on-site training that Training Detachments (TDs) or Mobile Training Teams (MTTs) conduct. These TDs and MTTs consist of AETC instructors that authorities have temporarily assigned to conduct on-site training at operational units.

Type-6, Job Site Training (JST) – JST is formal training developed by a Training Wing (TRW) or a TRW contractor to be exported to a field location and designed to be learned without the on-site support of the formal school instructor. JST can use any media and must be scheduled, tracked, evaluated, and completion verified before credit is given to graduates.

Upgrade Training (UGT) – Mandatory training which leads to the award of a higher skill level.

Utilization and Training Workshop (U&TW) – A forum used by the AFCFM, FMs, SMEs and AETC training personnel to determine career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, FMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field-training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Individuals receive initial skills training upon retraining into this specialty. Normally, this training is conducted by AETC at one of the technical training centers. For our career field, this training is provided through The Judge Advocate General School at Maxwell AFB, AL. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impacts full implementation of the desired career field training process.

2. Uses. The CFETP will be developed and approved by the AFCFM and maintained by the CPTM. The plan will be used by FMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and Type-6 or ADL training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is approval authority. MAJCOM FMs and the Chief, Paralegal Division, Air Force Judge Advocate General School will identify and coordinate the AFS training requirements. The CPTM will initiate an annual review of this document to ensure currency and accuracy.

Section B - Career Progression and Information

4. Specialty Description. Chief Enlisted Manager (CEM 5J000), Paralegal Superintendent (5J091), Craftsman (5J071), Journeyman (5J051) and Apprentice (5J031)

4.1. Specialty Summary.

4.1.1. Chief Enlisted Manager. Provide senior enlisted leadership and may fill any managerial-level position and perform all duties not prohibited by law or directive.

4.1.2. Paralegal Superintendent. Provide broad management skills.

4.2. Duties and Responsibilities.

4.2.1. Performs MAJCOM Paralegal Manager (5J000) functions. Principal advisor to the MAJCOM Staff Judge Advocate on all legal services activities and paralegal matters. Manages and evaluates paralegal policy and programs. Determines MAJCOM capabilities and resource requirements. Serves as MAJCOM focal point for all training programs. Manages paralegal retraining program. Conducts staff assistance visits and inspections. Evaluates, measures, and reports the operational readiness status of paralegals tasked support requirements throughout EAF organization.

4.2.2. Performs Numbered Air Force (NAF) Superintendent (5J091) functions. Principal advisor to the NAF Staff Judge Advocate on legal service activities and paralegal matters. Responsible for the overall administrative management of the NAF legal office. Oversees the administration of military justice at the general court-martial (GCM) level and manages the GCM witness budget. At some locations, manages claims program in support of single service claims responsibility. Assists SJA with operational law issues and may deploy in support of a Joint budget. At some locations, manages claims program in support of single service claims responsibility. Assists SJA with operational law issues and may deploy in support of a Joint Forces Air Component Commander (JFACC), Commander Air Force Forces (COMAFFOR), or Air Operations Center (AOC) legal staff. Oversees and monitors the overall effectiveness of legal service activities at base level legal offices. Acts as liaison between base level law office managers and MAJCOM functional managers on manpower, training and career progression. Conducts staff assistance visits. Evaluates, measures, and reports the operational readiness status of paralegals tasked support requirements throughout EAF organization.

4.2.3. Plans, organizes, directs, and supervises legal services training, activities and personnel. Directs operation of legal services activities such as legal support administration, publications, legal reference files and libraries, and mail receipt and distribution. Oversees functions such as preparing legal records and reports; establishes priorities; and maintains follow-up to determine completion status. Evaluates activity operation to determine that required legal services are provided. Evaluates clerical production, such as correspondence; orders; publications; Article 15, UCMJ actions; and summary, special and general courts-martial forms and case briefs for proper format and procedural compliance with directives, policies, and standards. Ensures military justice and claims data are correctly inputted as required by Air Staff. Establishes requirements for and reviews reports and statistics concerning courts-martial activities, foreign criminal jurisdiction over United States personnel, claims activities, legal assistance, military affairs, operational law activities, and the overall effectiveness of legal services activities.

4.2.4. Performs law office manager functions. Principal advisor to the Staff Judge Advocate (SJA) on all legal services activities and paralegal matters. Interprets and implements publications, directives, policies, and procedures. Reviews and approves briefings, facility arrangements, military and civilian position descriptions, office equipment requirements and proposed operating budgets. Develops duty schedules and manpower justifications. Prepares, processes, and reviews legal office correspondence. Recommends/prepares performance reports,

awards, and decorations. Analyzes and interprets office policies, management operations, and security measures. Controls training and performance standards. Evaluates, measures, and reports the operational readiness status of paralegals tasked support requirements throughout EAF organization.

5.1. Specialty Summary.

5.1.1. Craftsman. Manages, supervises, and rates legal services activities and personnel.

5.1.2. Journeyman/Apprentice. Prepares, processes and maintains correspondence relating to military justice, claims, civil law, legal assistance, preventive law, and office administration programs. Performs legal research.

5.2. Duties and Responsibilities.

5.2.1. Processes summary, special and general courts-martial and Article 15, Uniform Code of Military Justice (UCMJ) actions. Examines preliminary evidence for sufficiency of facts; jurisdiction over offense and offender; drafts specifications for Article 15, UCMJ actions or courts-martial; prepares Article 15, UCMJ documentation, or court-martial charge sheets along with any allied papers. Assists investigating officers with appropriate investigation, completes necessary documentation, and discusses status of case and major points of investigative interest. Ensures availability of witnesses. Prepares correspondence referring charges for trial; assembles charge sheets and accompanying papers for delivery to trial counsel, defense counsel, and military judge. Monitors pretrial confinement.

5.2.2. Examines completed records of legal actions. Examines completed courts-martial records as a basis for determining whether the court was properly constituted and had jurisdiction over accused and subject matter of offenses; accused was given right to challenge; court and witnesses were properly sworn; pleas, findings, and sentence are in proper form; and sentence is within prescribed maximum limits of punishment established by the Manual for Courts-Martial (MCM). Ensures record is correct and complete in technical and clerical detail. Prepares convening authority's action and courts-martial orders promulgating sentence. Reviews completed Article 15, UCMJ actions, and processes correspondence to conclusion. Prepares and submits input data required under AMJAMS.

5.2.3. Examines, adjudicates, processes, and settles claims filed for and against the United States pursuant to Air Force publications, including agreements with foreign governments. Reviews basic claims and related documents to ensure compliance with applicable laws and publications, such as time limits, jurisdiction, liability, and appropriate authority. Consults with claimants on sufficiency and legality of claims covering matters such as deaths, contracts, personal injury, and property loss or damage. Interviews witnesses, conducts investigations, verifies facts, reviews and approves payment of personnel claims within delegated settlement authority, and recommends claims settlement in all others. Performs legal research as necessary. Prepares correspondence on matters such as status of claims and requests additional information when necessary. Conducts claims investigations to make preliminary determination of liability and extent of damages. Prepares claims for forwarding to appropriate activity or echelon. Utilizing AFCIMS data analyzes claims statistical reports to improve claims office processes.

5.2.4. Interviews clients, and determines eligibility for legal assistance. Ensures that legal assistance case files are properly maintained. Under attorney's supervision, consults with military personnel, dependents, and civilian employees regarding legal assistance, and obtains facts, background information, and data to determine appropriate assistance or referral to other agencies. Under attorney's supervision, prepares standard or specially drawn documents such as powers of attorney, wills, promissory notes, deeds, bills of sale, mortgages, certificates of interview for marriage to aliens, and income tax returns.

5.2.5. Processes correspondence and maintains suspense files. Maintains functional and law libraries, conducts periodic inventories and accounts for new and obsolete law publications. Prepares periodic statistical reports on legal activities. Searches files and legal references for precedents and opinions, and extracts requested material.

5.2.6. Performs legal research. Performs research into decisions, publications, statutes, and related sources on legal questions. Prepares briefs, drafts, and outlines covering specific material for use by an attorney.

5.2.7. (5J071 Craftsman only) Performs Law Office Manager functions. Principal advisor to the Staff Judge Advocate on all legal services activities and paralegal matters. Interprets and implements publications, directives, policies, and procedures. Reviews and approves briefings, facility arrangements, military and civilian position descriptions, office equipment requirements and proposed operating budgets. Develops duty schedules and manpower justifications. Prepares, processes, and reviews legal office correspondence. Recommends/prepares performance reports, awards, and decorations. Analyzes and interprets office policies, management operations, and security measures. Controls training and performance standards.

5.2.8. Performs notarial acts (SrA and above).

5.2.9. Performs actions necessary to provide expeditionary legal services at a deployed location in support of requirements across the spectrum of operations. Provides legal, technical, and administrative support to judge advocates in a deployed environment. Interprets and researches legal issues relating to international and domestic law, policy, or regulation and their application in the expeditionary environment. Assists clients to maximize and sustain their legal readiness before, during, and after an operation. Assists judge advocates to resolve legal issues involving the Law of Armed Conflict (LOAC), Standing Rules of Engagement (SROE), and international agreements. Manages and reports cases involving Foreign Criminal Jurisdiction (FCJ). Prepares and manages equipment and supplies necessary to support legal services at deployed locations. Maximizes individual operational readiness to support known and unknown deployment requirements throughout the EAF organization.

6. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that the trainee remain actively involved in the training process and that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative and Table 9.1 and 9.2 (Enlisted Career Path) identify the training career paths. They define the training required during an individual's career.

6.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (M3ALR5J031) located at Maxwell AFB, AL. Initial skills training requirements were identified during the 5J0X1 U&TW, held 16 – 20 July 2001 Maxwell AFB, AL. The decision to train specific tasks and knowledge items in the initial skills course was based on a review of the Occupational Survey Report (OSR) data, Training Requirements Analysis (TRA) data, and 5J0X1 subject matter expert (SME) inputs. Task and knowledge training requirements are identified in the specialty training standard, at Part II, Sections A and E. Individuals must complete the initial skills course to be awarded AFSC 5J031.

6.2. Journeyman (5) Level. Upgrade training to the 5-skill level in this specialty consists of task and knowledge training provided in CDC 5J051; completion of Attachment 1 (Career Ladder Progression); the core task requirements identified in Attachment 3 (Law Office and Legal Assistance Administration) and Attachment 5 (Military Justice) or Attachment 6 (Claims) in the STS (Part II, Section E of this CFETP); and all duty tasks identified by the supervisor. Continuation training is available and should be used based on the individual's particular training needs.

6.3. Craftsman (7) Level. Upgrade training to the 7-skill level in this specialty consists of task and knowledge training identified by the supervisor in the STS (Part II, Section E of this CFETP), all remaining core task requirements of the STS, and completion of the 7-skill level resident course (M3ACR5J071) located at Maxwell AFB, AL. Continuation training is available and should be used based on the individual's particular training needs.

6.4. Superintendent (9) Level. In addition to meeting the criteria for Paralegal Craftsman, the individual must be a senior master sergeant.

6.5. Air Reserve Component (ARC). All ANG and USAFR paralegals will attend the Paralegal Apprentice Course (PAC) within one year from accession into The Judge Advocate General's Department Reserve (TJAGDR). All ANG and USAFR paralegals will attend the Paralegal Annual Survey of the Law (PASL) course within two years from accession into TJAGDR. ANG paralegals will attend PASL every other year and USAFR paralegals will attend PASL every four years thereafter. All ANG and USAFR paralegals will attend the two-week Reserve Forces Paralegal Course (RFPC) four years from accession into TJAGDR. Every four years thereafter, ANG and USAFR paralegals will attend either the two-week RFPC or the one-week Senior Reserve Forces Paralegal Course (SrRFPC). The appropriate TJAGDR paralegal manager will select paralegals in the grade of master sergeant or above, with the AFSC 5J071 or above, and previous attendance to RFPC, to attend the one-week SrRFPC. ANG and USAFR paralegals will not be scheduled for RFPC or SrRFPC within one year following attendance at the PAC or the Paralegal Craftsman Course (PCC). The appropriate TJAGDR paralegal manager may substitute Paralegal Apprentice Course (PAC) or PCC for either RFPC or SrRFPC and reschedule RFPC or SrRFPC attendance for four years. ANG and USAFR Category A paralegals must perform a two-week tour of duty in an active duty base legal office a minimum of once every four years.

7. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the paralegal career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

7.1. Initial Skills. The PAC will be revised as needed to provide training to prepare graduates for paralegal related positions.

7.2. Five Level Upgrade Requirements. The 5J051 CDC will be revised as needed to provide required training for upgrade in paralegal related positions.

7.3. Seven Level Upgrade Requirements. The PCC will be revised as needed to provide education and training skills in addition to the required core tasks identified in the STS.

8. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associate in Applied Science Degree. **Exception:** AFSC 5J0X1 personnel must request enrollment into the paralegal degree program.

8.1. Degree Requirements. In addition to possessing a five-skill level, the following requirements must be met according to the applicable CCAF General Catalog for the award of an associate degree:

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education.....	4
General Education.....	15
Oral Communication.....	3
Written Communication.....	3
Mathematics.....	3
Social Science	3
Humanities	3
Program Elective.....	15
Total	64

8.1.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core

	Semester Hours
Business Law	6
CCAF Internship.....	16
Civil Law	3
Claims Investigation	6
Introduction to Law for Paralegals	6
Legal Office Management	6
Legal Administration	6
Legal Claims and Tort Litigation.....	6
Legal Ethics	3
Legal Research/Writing	6
Military Justice	3

Technical Electives

	Semester Hours
Business Organizations/Entities	3
Civil Litigation Procedures	3
Computer Science	6
Contract Law	3
Criminal Law	3
Enlisted Professional Military Education	12
Environmental Law	3
Estate Planning and Probate	3
Legal Investigation and Interviewing	3
Real Estate Law	3

8.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

8.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

8.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

8.1.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associate in Applied Science for this specialty.

8.2. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF affiliated instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

8.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

9. Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn AIC	6 months 10 months		
★ Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job training for retrainees. - Complete appropriate CDC if and when available.	Amn A1C SrA	10 months 3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Qualified and certified to perform the task to be trained. - Must attend formal OJT Trainer Training and appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - 6 months OJT for retrainees. - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable.	SSgt	7.5 years	3 years	20 Years
	Certifier - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Attend formal OJT Certifier Course and appointed by Commander. - Be a person other than the trainer.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 years
	MSgt	16 years	8 years	24 years
★ USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). - A percentage of top nonselects (for promotion to E-8) MSgts attend the SNCOA each year.	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements

10. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, Sections A and E, of this CFETP.

11. Apprentice Level Training: For individuals entering through the Air Force Retraining Program, the following are mandatory for entry into this AFSC: Prior qualification in any AFSC at the 5-skill level (3-skill level if no 5-skill level exists) or higher, ability to keyboard 25 words per minute; no previous convictions by courts-martial; no punishment under the provisions of Article 15 UCMJ; no convictions by a civilian court except for minor traffic violations or similar infractions; minimum General AQE standard of 50 percentile; and a Law Office Manager and Staff Judge Advocate Certificate of Interview with favorable recommendation. For individuals entering through Non-Prior Service (NPS) accession, ability to keyboard 25 words per minute; no punishment under the provisions of Article 15 UCMJ; no convictions by a civilian court except for minor traffic violations or similar infractions; minimum General AQE standard of 50 percentile; and a certification by the Wing Law Office Manager that the individual has been interviewed and is acceptable for entry.

11.1. Specialty Qualification.

11.1.1. Knowledge. Knowledge is mandatory of: keyboard and personal computer operation; UCMJ and MCM; preparing and processing claims; English grammar and composition; math computations; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; civil law matters; Air Force organization and administration; and office management.

11.1.2. Education. N/A

11.1.3. Training. Completion of the PAC (M3ALR5J031) is mandatory for award of the apprentice AFSC.

11.1.4. Experience. N/A

11.1.5. Other. N/A

11.1.6. Training Sources. The PAC (M3ALR5J031) at Maxwell AFB, AL, satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The Course Objective List (Part II, Section A of this CFETP) identifies all the knowledge and tasks, with their respective standards. A list of all training courses to support the paralegal career field is at Part II, Section C of this CFETP.

11.1.7. Implementation. Completion of the PAC (M3ALR5J031) at Maxwell AFB, AL, satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

11.2. Journeyman Level Training: Entry into 5-skill level training is initiated when an individual is awarded the 3-skill level. Enrollment in 5J051 CDC is mandatory.

11.2.1 Specialty Qualification. Qualification in and possession of AFSC 5J031. Also, experience in general office management, operational law, and preparing and processing court-martial and other military justice actions or claims for and against the United States Government.

11.2.1.1. Knowledge. Knowledge of basic interviewing techniques is mandatory.

11.2.1.2. Education. N/A

11.2.1.3. Training. Completion of CDC; Attachment 1 in the STS (Part II, Section E of this CFETP); the core task requirements identified in Attachments 3 and Attachments 5 or 6 in the STS (Part II, Section E of this CFETP), and all duty tasks identified by the supervisor are mandatory.

NOTE: Qualification training is available and should be used based on the individual's particular training needs.

11.2.1.4. Experience. Completion of Attachment 1, and the core tasks listed in Attachment 3 and Attachments 5 or 6 in the STS (Part II, Section E of this CFETP).

11.2.1.5. Other. N/A

11.2.2. Training Sources. 5J051, Paralegal Journeyman, CDC; the STS (Part II, Section E, of this CFETP) identifies the tasks required for qualification in the individual's duty position; and upgrade and qualification training provided by qualified trainers. A list of training courses is at Part II, Section C, of this CFETP.

11.2.3. Implementation. The 5-skill level is awarded upon completion of the 5J051 CDC; Attachment 1 in the STS (Part II, Section E of this CFETP); completion of the core tasks listed in Attachment 3 and Attachments 5 or 6 in the STS (Part II, Section E of this CFETP); minimum OJT and recommendation of the supervisor.

11.3. Craftsman Level Training: Entry into 7-skill level training is initiated when an individual possesses the 5-skill level and is a SSgt or SSgt Selectee.

11.3.1 Specialty Qualification. Qualification in and possession of AFSC 5J051. Also, experience supervising and performing paralegal paraprofessional duties such as processing claims and military justice actions, civil law, contract law, environmental law, and operational law.

11.3.1.1. Knowledge. Knowledge of legal procedures for military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; and civil law is mandatory.

11.3.1.2. Education. Completion of a two-year degree in paralegal studies is desirable.

11.3.1.3. Training. Completion of the following requirements is mandatory for the 7-skill level AFSC:

11.3.1.3.1. All core tasks specified by an asterisk (*) in all STS attachments and completion of the PCC (M3ACR5J071).

11.3.1.3.2. All duty tasks identified by the supervisor.

11.3.1.4. Experience. Qualification is mandatory as a Paralegal Journeyman. Experience in managing, supervising and training (Attachment 2) is mandatory for award of the 7-skill level.

11.3.1.5. Other. N/A

11.3.2. Training Sources and Resources. Completion of the PCC (M3ACR5J071). The STS (Part II, Section E of this CFETP) identifies the core tasks required for qualification in the individual's duty position. Upgrade and qualification training are provided by qualified trainers. A list of training courses is at Part II, Section C, of this CFETP.

11.3.3. Implementation. N/A

11.4. Superintendent Level Training: Entry into 9-skill level training is initiated when an individual possesses the 7-skill level and required grade.

11.4.1 Specialty Qualification. Qualification in and possession of AFSC 5J071. Also, experience managing paralegals in paraprofessional duties such as processing cases in military justice, claims, civil law, contract law, environmental law, and operational law.

11.4.1.1. Knowledge. Knowledge of the functional organization of a military legal office; Air Force organization and administration; office management; legal procedures of military courts and boards is mandatory.

11.4.1.2. Education. Completion of the USAF Senior NCO Academy.

11.4.1.3. Training. Completion of the PCC (M3ACR5J071) or equivalent.

11.4.1.4. Experience. Qualification is mandatory as a Paralegal Craftsman. Experience is mandatory in directing functions such as processing cases in military justice, Air Force claims, civil law, contract law, operational law, and environmental law.

11.4.1.5. Other. N/A

11.4.2. Training Sources/Resources. Completion of core tasks required for qualification in the individual's duty position identified in the STS (Part II, Section E, of this CFETP). Upgrade and qualification training are provided by qualified trainers.

11.4.3. Implementation. N/A

Section D - Resource Constraints

12. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

13. Apprentice, 3-Level Training:

13.1. Constraints. The lack of lodging at Maxwell AFB, AL.

13.1.1. Impact. Lodging of 3-skill level trainees on other than Maxwell AFB will limit additional after class instruction and the added travel will limit available hours for after class study time.

13.1.2. Resources Required. Additional lodging on Maxwell AFB.

13.1.3. Action Required. AU and CPD/JA will continue to address the need for additional lodging on Maxwell AFB, AL.

13.1.4. OPR/Target Completion Date. CPD/JA.

13.2. Constraints: AFJAG School may be unable to teach STS performance tasks, such as AMJAMS and AFCIMS, which requires hands-on computer training as new software is loaded and/or upgraded unless computers are upgraded/replaced periodically.

13.2.1. Impact. As computers age, software is upgraded and/or new software developed that require additional memory, incompatible with other programs, etc. Training on performance tasks can be difficult and time consuming, limited to demonstration only, or impossible due to the processing speed and available memory of the computers.

13.2.2 Resources Required. Purchase new computers and/or upgrade existing computers as needed to meet mission requirements.

13.2.3. Action Required. Computers in classrooms at the AFJAG School should be replaced in same cycle as the computers are replaced in base legal offices by AFLSA/JAS. This will ensure the AFJAG School and AFLSA/JAS have the capability to provide instruction on and with the latest technology, computer software and hardware utilized out in the field.

13.2.4. OPR/Target Completion Date. AFLSA/JAS and CPD/JA.

14. Journeyman, 5-Level Training:

14.1. Constraints. Access to training resources (excluding Individual Mobilization Augmentees), and length of time available for upgrade to 5 and 7-skill levels for reserve forces (Cat A) and ANG is insufficient to meet requirements for upgrade.

14.1.1. Impact. Mission degradation in the event of wartime and deployments.

14.1.2. Resources Required. None.

14.1.3. Action Required. Coordinate training needs with active duty MAJCOM Paralegal Managers.

14.1.4. OPR/Target Completion Date. HQ AFRC/JA, HQ ANGRC and HQ USAF/JAAE

15. Craftsman, 7-Level Training:

15.1. Constraints. The lack of lodging at Maxwell AFB, AL.

15.1.1. Impact. Lodging of 7-skill level trainees on other than Maxwell AFB will limit additional after class instruction and the added travel will limit available hours for after class study time.

15.1.2. Resources Required. Additional lodging on Maxwell AFB.

15.1.3. Action Required. AU and CPD/JA will continue to address the need for additional lodging on Maxwell AFB, AL.

15.1.4. OPR/Target Completion Date. CPD/JA.

15.2. Constraints: AFJAG School may be unable to teach STS performance tasks, such as AMJAMS and AFCIMS, which requires hands-on computer training as new software is loaded and/or upgraded unless computers are upgraded/replaced periodically.

15.2.1. Impact. As computers age, software is upgraded and/or new software developed that require additional memory, incompatible with other programs, etc. Training on performance tasks can be difficult and time consuming, limited to demonstration only, or impossible due to the processing speed and available memory of the computers.

15.2.2 Resources Required. Purchase of new computers and/or upgrade of existing computers as needed to meet mission requirements.

15.2.3. Action Required. Computers in classrooms at the AFJAG School should be replaced in same cycle as the computers are replaced in base legal offices by AFLSA/JAS. This will ensure the AFJAG School and AFLSA/JAS have the capability to provide instruction on and with the latest technology, computer software and hardware utilized out in the field.

15.2.4. OPR/Target Completion Date. AFLSA/JAS and CPD/JA.

Section E. Transitional Training Guide

N/A

Part II

Section A - Course Objective List

1. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required knowledge or task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check. **P** indicates required task performance, which is measured with a performance test, while **P/W** indicates separate measurement by a performance test and a written test.

2. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained. A student will be considered for elimination from a course for academic deficiency if they fail two written examinations or a written examination and two performance tests or four performance tests. A faculty board will review a student's record and provide recommendations to the Commandant, AFJAG School who will make the final determination.

3. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the tasks, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

4. Course Objectives:

4.1 Paralegal Apprentice Course:

4.1.1. Civil Law

4.1.1.1 Without reference, identify the structure and responsibilities of TJAG's department.
STS: 1.4.1. Measurement: W

4.1.1.2 Without reference, identify basic facts pertaining to the paralegal history and the annual paralegal awards program.
STS: 1.4.2. & 1.4.3. Measurement: W

4.1.1.3 Without reference, explain the skill level requirements, paralegal duties, education/training requirements, and career progression in accordance with the 5J0X1 Career Field Education Training Plan.
STS: 1.1. - 1.3. Measurement: W

- 4.1.1.4** Without reference, provide examples of briefings conducted by paralegals.
STS: 5.6. Measurement: W
- 4.1.1.5** Without reference, identify the professional responsibilities in accordance with Air Force Rules of Professional Conduct and Air Force Standards for the Administration of Criminal Justice and DoD 5500.7-R.
STS: 6.2. Measurement: W
- 4.1.1.6** Without reference, explain the areas of responsibilities for each level of authority within the legal assistance program in accordance with AFI 51-504.
STS: 7.1. Measurement: W
- 4.1.1.7** Without reference, explain the procedures for verifying eligibility, scope of legal assistance, conflicts of interest and referral agencies in accordance with AFI 51-504.
STS: 7.2.1. - 7.2.3. Measurement: W
- 4.1.1.8** Without reference, explain the procedures used to maintain legal assistance records in accordance with AFI 51-504.
STS: 7.5. Measurement: W
- 4.1.1.9** Without reference, identify the requirement to prepare the annual legal assistance report in accordance with AFI 51-504.
STS: 7.6. Measurement: W
- 4.1.1.10** Without reference, identify the purpose and scope of the Preventive Law program in accordance with AFI 51-504.
STS: 7.8.1. & 7.8.2. Measurement: W
- 4.1.1.11** Given a scenario and using a study guide and personal notes, prepare and notarize a power of attorney in accordance with instructions.
STS: 7.3.1. & 7.4. Measurement: P/W
- 4.1.1.12** Given a scenario and using a personal computer and personal notes, prepare and notarize a Last Will & Testament using Drafting Libraries (DL) Wills program in accordance with instructions.
STS: 7.3.2. & 7.4. Measurement: PC/W
- 4.1.1.13** Without reference, identify the basis for administrative separations and types of characterizations in accordance with AFI 36-3208.
STS: 8.1.1. Measurement: W
- 4.1.1.14** Without reference, identify the procedures for processing and reviewing enlisted discharges in accordance with AFI 36-3208.
STS: 8.1.2. & 8.1.3. Measurement: W
- 4.1.1.15** Without reference, identify administrative discharge board procedures and duties of a government/defense representative in accordance with AFI 36-3208 and AFMAN 36-3210.
STS: 8.1.4. & 8.1.6. Measurement: W

4.1.1.16 Without reference, identify the procedures for processing officer separations in accordance with AFI 36-3206 and AFI 36-3207.

STS: 8.1.5.

Measurement: W

4.1.1.17 Without reference, identify the basic facts and procedures for processing enlisted demotions in accordance with AFI 36-2503.

STS: 8.2.1.

Measurement: W

4.1.1.18 Without reference, identify the purposes and uses of an Unfavorable Information File (UIF) and control roster in accordance with AFI 36-2907.

STS: 8.2.2. & 8.2.3.

Measurement: W

4.1.1.19 Without reference, identify basic facts and procedures for reviewing Freedom of Information Act and Privacy Act requests in accordance with DoDR 5500.7-R, AF SUP 1 and AFMAN 33-332.

STS: 8.3.1. & 8.3.2.

Measurement: W

4.1.1.20 Without reference, identify basic facts and procedures for reviewing off-duty employment applications in accordance with DoD 5500.7-R.

STS: 8.3.6.

Measurement: W

4.1.1.21 Without reference, identify the basic facts and procedures for line of duty determinations and reports of survey in accordance with AFI 36-2910 and AFMAN 23-220.

STS: 8.3.8 & 8.3.9.

Measurement: W

4.1.1.22 Without reference, identify basic facts and procedures utilized in aircraft and missile accident investigations in accordance with AFI 51-503 and AFI 91-204.

STS: 8.3.10.1. & 8.3.10.2.

Measurement: W

4.1.1.23 Using a personal computer, study guide, and personal notes, prepare an official memorandum in accordance with instructions.

STS: 5.3.

Measurement: P

4.1.1.24 Given a handout and using a personal computer, locate data by navigating through the functions of WebFLITE in accordance with instructions.

STS: 5.2.5.

Measurement: PC

4.1.1.25 Without reference, identify requirements for ordering publications and maintaining a law library using NetRAMS and in accordance with AFI 51-105.

STS: 5.1.1.1., 5.1.1.2., & 5.1.2.1. - 5.1.2.3.

Measurement: W

4.1.1.26 Without reference, identify the uses of NetRAMS in accordance with AFI 51-105.

STS: 5.2.4.

Measurement: W

4.1.2 Nonjudicial Punishment

4.1.2.1 Without reference, identify basic facts and types of military jurisdiction.

STS: 11.1.1. - 11.1.4.

Measurement: W

4.1.2.2 Given scenarios and using the Manual for Courts-Martial, study guide, and personal notes, verify sufficiency of evidence in accordance with instructions.

STS: 11.2.1.

Measurement: P/W

4.1.2.3 Without reference, provide procedural advice to the commander on processing nonjudicial punishment actions in accordance with AFI 51-202.

STS: 11.2.2.

Measurement: W

4.1.2.4 Given a scenario and using a study guide, Manual for Courts-Martial, AFI 51-202, and personal notes determine appropriate punitive article(s) and prepare a nonjudicial punishment action from offer through legal sufficiency in accordance with instructions.

STS: 11.2.3. - 11.2.5., 11.2.7., 11.2.8. & 11.4.8.

Measurement: PC/P/W

4.1.2.5 Given scenarios, AF Form 3212, AF Form 366, scenarios and using the Manual for Courts-Martial, AFI 51-202 and personal notes, prepare supplementary actions in accordance with instructions.

STS: 11.2.6.1. - 11.2.6.5.

Measurement: PC/W

4.1.2.6 Using a personal computer, personal notes, and AMJAMS User's Guide, input Article 15 actions in AMJAMS in accordance with instructions.

STS: 11.8.1.1.1. - 11.8.1.1.4.

Measurement: PC/W

4.1.2.7 Without reference, identify the uses of legal publications.

STS: 5.7.1.1. & 5.7.1.2.

Measurement: W

4.1.2.8 Given a handout and using a study guide, legal publications, and personal notes, conduct manual legal research in accordance with instructions.

STS: 5.7.2.1.

Measurement: P/W

4.1.2.9 Given a handout and using a personal computer and personal notes, conduct computerized legal research in accordance with instructions.

STS: 5.7.2.2.

Measurement: P

4.1.3 Pretrial Administration

4.1.3.1 Without reference, identify basic facts and procedures of pretrial restraint in accordance with AFI 51-201 and MCM.

STS: 11.4.11.

Measurement: W

4.1.3.2 Without reference, identify procedures for conducting a preliminary inquiry into a reported offense in accordance with AFI 51-201 and the Manual for Courts-Martial.

STS: 11.4.1.

Measurement: W

4.1.3.3 Given scenarios and using a study guide, AFI 51-201, the Manual for Courts-Martial, and personal notes, determine the appropriate punitive article(s), prepare a charge(s) and specification(s), and complete a DD Form 458 through service of charges in accordance with instructions.

STS: 11.4.8., 11.4.9., 11.4.12. & 11.4.17.

Measurement: P/W

4.1.3.4 Without reference, explain Article 32 Investigation procedures in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.15.

Measurement: W

4.1.3.5 Without reference, identify basic facts pertaining to Pretrial Advice in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.16.

Measurement: W

4.1.3.6 Using a personal computer, study guide, AFI 51-201, and personal notes, prepare a convening order in accordance with instructions.

STS: 11.4.18.

Measurement: P/W

4.1.3.7 Without reference, identify the procedures used to schedule a trial date with the appropriate circuit in accordance with AFI 51-201.

STS: 11.4.14.

Measurement: W

4.1.3.8 Without reference, explain procedures used to notify trial participants in accordance with AFI 51-201.

STS: 11.4.22.

Measurement: W

4.1.3.9 Without reference, explain the required contents of an official trial folder in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.23.

Measurement: W

4.1.3.10 Without reference, identify the status of witnesses in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.1.

Measurement: W

4.1.3.11 Without reference, determine the procedures and required documentation in processing approved witness requests in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.4.1. - 11.4.24.4.5.

Measurement: W

4.1.3.12 Without reference, identify facts about the Victim and Witness Assistance Program in accordance with AFI 51-201.

STS: 11.4.24.5.

Measurement: W

4.1.3.13 Without reference, identify courtroom preparation procedures and bailiff responsibilities in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.25. & 11.4.26.

Measurement: W

4.1.3.14 Without reference, identify basic facts regarding the types of courts-martial in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.3.1. - 11.3.3.

Measurement: W

4.1.3.15 Define the purpose of a stipulation of facts in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.13.2.

Measurement: W

4.1.3.16 Without reference, identify the purposes and uses of the findings and sentencing worksheets.

STS: 11.4.13.4 & 11.4.13.5.

Measurement: W

4.1.3.17 Using a personal computer, personal notes, and AMJAMS user guide, input court-martial data through trial in AMJAMS in accordance with instructions.

STS: 11.8.1.2.1. - 11.8.1.2.4.

Measurement: PC/W

4.1.4 Post-Trial Administration

4.1.4.1 Using a study guide, personal notes, and AFI 51-201, prepare a DD Form 2707, Confinement Order in accordance with instructions.

STS: 11.6.1.

Measurement: PC/W

4.1.4.2 Using a study guide, personal notes, and AFI 51-201, prepare an AF Form 1359, Report of Result of Trial in accordance with instructions.

STS: 11.6.3.

Measurement: P/W

4.1.4.3 Without reference, explain the purpose of the AF Form 304, Request for Appellate Defense, in accordance with the Manual for Court-Martial and AFI 51-201.

STS: 11.6.4.2.

Measurement: W

4.1.4.4 Without reference, identify facts about the 14 Day Notification Letter in accordance with AFI 51-201 and Manual for Courts-Martial.

STS: 11.6.5.

Measurement: W

4.1.4.5 Without reference, identify the basic facts for assembling a Summary Court-Martial record of trial and other proceedings in accordance with the Manual for Courts-Martial, AFI 51-201 and AFMAN 51-203.

STS: 11.6.6.3., 11.6.6.4. & 11.4.19.

Measurement: W

4.1.4.6 Given a case file and using AFMAN 51-203, AFI 51-201 and personal notes, assemble a record of trial in accordance with instructions.

STS: 11.6.6.1. & 11.6.6.2.

Measurement: PC/W

4.1.4.7 Without reference, explain the procedures for authentication and service of the record of trial in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.6.7. & 11.6.8.

Measurement: W

4.1.4.8 Without reference, identify the basic facts pertaining to submission of matters and deferment/waiver of forfeitures under Article 57a and 58b in accordance with AFI 51-201 and Manual for Courts-Martial.

STS: 11.6.4.1. & 11.6.4.3.

Measurement: W

4.1.4.9 Without reference, identify the basic facts about the Staff Judge Advocate Recommendation in accordance with Manual for Courts-Martial and AFI 51-201.

STS: 11.6.9.

Measurement: W

4.1.4.10 Without reference, identify basic facts for processing clemency matters in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.6.9. - 11.6.11.

Measurement: W

4.1.4.11 Given scenarios and using a personal computer, personal notes, study guide, Manual for Courts-Martial, and AFI 51-201, prepare an action of the convening authority in accordance with instructions.

STS: 11.6.12.

Measurement: P/W

4.1.4.12 Using a personal computer, personal notes, study guide, Manual for Courts-Martial, and AFI 51-201, prepare a court-martial order in accordance with instructions.

STS: 11.6.13.1.

Measurement: P/W

4.1.4.13 Without reference, explain the procedures for processing court-martial orders in accordance with AFI 51-201.

STS: 11.6.13.2.

Measurement: W

4.1.4.14 Without reference, identify the different levels of appellate review and the procedures for processing records of trial through the appellate levels.

STS: 11.6.16.1. - 11.6.16.6.

Measurement: W

4.1.4.15 Using a personal computer, personal notes, and AMJAMS User's Guide, input court-martial data post-trial in AMJAMS in accordance with instructions.

STS: 11.8.1.2.1. - 11.8.1.2.5.

Measurement: PC/W

4.1.5 Claims Administration, Investigations and Torts

4.1.5.1 Without reference, define claims terms in accordance with AFI 51-501, AFI 51-502 and AFMAN 51-505.

STS: 12.4.

Measurement: W

4.1.5.2 Without reference, identify levels of responsibilities within the Air Force claims organization in accordance with AFI 51-501, AFI 51-502 and AFMAN 51-505.

STS: 12.1. & 12.2.

Measurement: W

4.1.5.3 Without reference, identify the basic claims policies in accordance with AFI 51-502.

STS: 12.3.

Measurement: W

4.1.5.4 Without reference, identify the procedures to appoint claims officers and assistant claims officers and their levels of settlement authority in accordance with AFI 51-502.

STS: 12.5.3.1. - 12.5.3.3.

Measurement: W

4.1.5.5 Without reference, identify basic facts about pre-accident/incident preparation in accordance with AFMAN 51-505.

STS: 12.6.1.1. & 12.6.1.2.

Measurement: W

4.1.5.6 Without reference, identify the basic facts and procedures for responding to major accidents/disasters in accordance with AFI 51-503 and AFMAN 51-505.

STS: 12.8.1. & 12.8.2.

Measurement: W

4.1.5.7 Without reference, identify basic facts about claims investigation procedures and documentation in accordance with AFMAN 51-505.

STS: 12.6.2.1. - 12.6.2.3. & 12.6.3.1. - 12.6.3.3. Measurement: W

4.1.5.8 Without reference, explain the statutory requirements, procedures and required documentation for processing a claim under the Military Claims Act in accordance with AFI 51-501 and AFMAN 51-505.

STS: 13.1.1. - 13.1.4., 15.2.1. - 15.2.3. & 17.3. Measurement: W

4.1.5.9 Without reference, identify basic facts regarding advance payments in accordance with AFI 51-501 and AFMAN 51-505.

STS: 15.12.

Measurement: W

4.1.5.10 Without reference, identify basic facts about the appeal process under the Military Claims Act in accordance with AFMAN 51-505.

STS: 15.2.4.

Measurement: W

4.1.5.11 Without reference, explain the statutory requirements, procedures, and required documentation for processing a claim under the Federal Tort Claims Act in accordance with AFI 51-501 and AFMAN 51-505.

STS: 13.1.1. - 13.1.4., 15.1.1. - 15.1.3.,
17.4.1. & 17.4.2.

Measurement: W

4.1.5.12 Without reference, identify basic facts about litigation support of a claim processed under the Federal Tort Claims Act in accordance with AFMAN 51-505.

STS: 15.1.4.

Measurement: W

4.1.5.13 Without reference, explain the procedures and required documentation for processing Property Damage Tort Claims in Favor of the United States in accordance with AFI 51-502.

STS: 16.2.1. - 16.2.3.

Measurement: W

4.1.5.14 Without reference, identify the procedures and required documentation for processing and settlement of Hospital Recovery (Federal Medical Care Recovery Act and Coordination of Benefits) claims in accordance with AFI 51-502.

STS: 16.1.1.1. - 16.1.1.5. & 16.1.2. - 16.1.4.

Measurement: W

4.1.5.15 Using a personal computer, AFCIMS User's Guide, and personal notes input FMCRA/COB, FTCA, MCA and G claims data into AFCIMS in accordance with instructions.

STS: 18.1.1. & 18.1.3.1. - 18.1.3.3.

Measurement: PC/W

4.1.6 Personnel and Carrier Recovery Claims

4.1.6.1 Without reference, explain procedures for conducting a claimant interview, determine eligibility of claimant under the Military Personnel and Civilian Employees' Claims Act (MPCECA) and explain procedures and forms for filing MPCECA claims in accordance with AFI 51-502.

STS: 13.1.1. - 13.1.4.

Measurement: W

4.1.6.2 Without reference, determine claims payable/not payable under the Military Personnel and Civilian Employees' Claims Act in accordance with AFI 51-502.

STS: 12.9.

Measurement: W

4.1.6.3 Given claims documents, and using AFI 51-502, study guide and personal notes, accept, annotate receipt, and assemble a Military Personnel and Civilian Employees' Claims Act claim in accordance with instructions.

STS: 13.2. & 13.3.1. - 13.3.6.

Measurement: PC/W

4.1.6.4 Without reference, explain property damage inspections procedures in accordance with AFI 51-502 and AFMAN 51-505.

STS: 12.7.1. - 12.7.3.

Measurement: W

4.1.6.5 Given claims files, AFI 51-502, Allowance List Depreciation Guide (ALDG), Table of Weights, Nontemporary Storage Depreciation Guide and using study guide, personal notes, and calculator, adjudicate under the Military Personnel and Civilian Employees' Claims Act in accordance with instructions.

STS: 14.1.1. - 14.1.3.

Measurement: PC/P/W

4.1.6.6 Without reference, identify basic facts about processing increased valuation claims in accordance with AFI 51-502.

STS: 14.2.1.

Measurement: W

4.1.6.7 Without reference, identify basic facts about processing insurance recovery claims in accordance with AFI 51-502.

STS: 14.3.1. & 14.3.2.

Measurement: W

4.1.6.8 Without reference, explain settlement procedures under the Military Personnel and Civilian Employees' Claims Act in accordance with AFI 51-502.

STS: 14.1.4.

Measurement: W

4.1.6.9 Without reference, identify basic facts regarding emergency and partial payments in accordance with AFI 51-501, AFI 51-502 and AFMAN 51-505.

STS: 14.4. & 14.5.

Measurement: W

4.1.6.10 Given an assembled claims file and using a study guide, personal notes and AFI 51-502, complete the final processing of a Military Personnel and Civilian Employees' Claims Act claim and process the carrier recovery claim through collection in accordance with instructions.

STS: 14.1.1., 14.2.3. - 14.2.5., 17.1., 17.2.,
17.4.1., 17.4.3. & 17.7.

Measurement: PC/P/W

4.1.6.11 Without references, explain the salvage procedures in accordance with AFI 51-502.

STS: 14.1.6.

Measurement: W

4.1.6.12 Without reference, explain procedures for processing reconsideration requests in accordance with AFI 51-502.

STS: 14.1.5.

Measurement: W

4.1.6.13 Without reference, identify carrier's rights under the Military Personnel and Civilian Employees' Claims Act in accordance with AFI 51-502.

STS: 14.2.8.

Measurement: W

4.1.6.14 Without reference, explain unearned transportation charges and offset procedures in accordance with AFI 51-502.

STS: 17.5. & 17.6.

Measurement: W

4.1.6.15 Using a personal computer, AFCIMS User's Guide and personal notes, input claims data in AFCIMS in accordance with instructions.

STS: 18.1.2., 18.2. & 18.3.

Measurement: PC/W

4.1.6.16 Without reference, identify procedures to backup and archive AFCIMS data.

STS: 18.6.1. & 18.6.2.

Measurement: W

4.2 Paralegal Craftsman Course

4.2.1 International Law and Operations Law

4.2.1.1 Without reference, comprehend the basic concepts of international law and status of forces agreements (SOFAs) and how they relate with each other.

STS: 9.1., 9.2.1. - 9.2.3.

Measurement: W

4.2.1.2 Without reference, explain the Foreign Criminal Jurisdiction (FCJ) program and policies in accordance with AFI 51-703, and the UCMJ.

STS: 9.3.1. - 9.3.6.

Measurement: W

4.2.1.3 Without reference, comprehend the North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) principles in determining foreign criminal jurisdiction over US service members.

STS: 9.2.1. - 9.2.3.

Measurement: W

4.2.1.4 Without reference, explain the general principles of host nation support and acquisition cross-servicing agreements.

STS: 9.4.1. & 9.4.2.

Measurement: W

4.2.1.5 Without reference, identify facts about Air Force operations in the aerospace environment.

STS: 9.5. & 9.6.

Measurement: W

4.2.1.6 Without reference, comprehend the use of the Foreign Claims Act (FCA) and Status of Forces Agreements (SOFAs) in order to support USAF deployments.

STS: 9.2.1., 9.2.3. & 15.3.1.

Measurement: W

4.2.1.7 Without reference, identify the constraints upon expenditure of funds and contracting operations during a deployment.

STS: 10.3.9.2.1. - 10.3.9.2.5.

Measurement: W

4.2.1.8 Without reference, analyze the basic concepts and fundamental principles of the various conventions governing armed conflict, especially those applicable to Air Force Operations.

STS: 10.3.6.2.1. - 10.3.6.2.4., 10.3.6.3. &
10.3.6.4.1. - 10.3.6.4.3.

Measurement: W

4.2.1.9 Without reference, comprehend the rules of engagement that apply to United States armed forces and their impact upon Air Force missions.

STS: 10.3.4.1. & 10.3.4.3. - 10.3.4.7.

Measurement: W

4.2.1.10 Without reference, determine requirements for Law of Armed Conflict (LOAC) training and reporting LOAC violations.

STS: 10.3.6.1. & 10.3.6.5.

Measurement: W

4.2.1.11 Without reference, comprehend the key elements of force protection, threats to forces, base level protection measures, and individual protection measures.

STS: 10.3.10.1. & 10.3.10.2.

Measurement: W

4.2.1.12 Without reference, explain requirements for personal readiness and preparation/employment of unit type codes (UTC).

STS: 10.3.11.1, 10.3.8.11.2.1. & 10.3.8.11.2.2.

Measurement: W

4.2.1.13 Without reference, comprehend the structure and legal status of the working relationship and hierarchy among the Joint Chiefs of Staff, unified commands, and component operations in an operational/international environment.

STS: 10.1.1., 10.1.2., 10.2.1. - 10.2.3. &
10.3.1. - 10.3.3.

Measurement: W

4.2.1.14 Without reference, comprehend the role, doctrine, capabilities and integration of various components of the United States armed forces. Comprehend the nature and capabilities of weapons within the current Air Force inventory.

STS: 10.1.1., 10.1.2., 10.2.1. & 10.2.2.

Measurement: W

4.2.1.15 Without reference, comprehend the basic concepts of targeting and weaponeering.

STS: 10.3.5.2. & 10.3.6.2.1. - 10.3.6.2.4.

Measurement: W

4.2.2 Civil Law

4.2.2.1 Without reference, determine the purposes of the Joint Ethics Regulation and apply its provisions to process ethical violations in accordance with DoD 5500.7-R.

STS: 6.1.

Measurement: W

4.2.2.2 Without reference, analyze the facts and apply the Joint Ethics Regulation in reviewing off-duty employment in accordance with DoD 5500.7-R.

STS: 6.1. & 8.3.6.

Measurement: W

4.2.2.3 Without reference, analyze professional responsibilities of a paralegal in accordance with Air Force Rules of Professional Conduct, Air Force Standards for the Administration of Criminal Justice and DoD 5500.7-R.

STS: 6.2.

Measurement: W

4.2.2.4 Without reference, comprehend and apply the principles of Information Operations.

STS: 8.4.

Measurement: W

4.2.2.5 Without reference, determine the uses of NetRAMS in accordance with AFI 51-105.

STS: 5.2.4.

Measurement: W

4.2.2.6 Without reference, determine the procedures for establishing a tax assistance program.

STS: 7.7.1.

Measurement: W

4.2.2.7 Without reference, analyze the procedures to process enlisted discharges in accordance with AFI 36-3208.

STS: 8.1.1. & 8.1.2.

Measurement: W

4.2.2.8 Given a case file and using a personal computer, personal notes, Civil Law Deskbook and AFI 36-3208, prepare a legal review for a notification discharge in accordance with instructions.

STS: 8.1.3.

Measurement: P

4.2.2.9 Given a moot board case file and using Civil Law Deskbook, personal notes and , AFI 36-3208, AFMAN 36-3210 and AFI 51-602, perform government/defense duties for an enlisted discharge board in accordance with instructions.

STS: 8.1.4. & 8.1.6.

Measurement: P

4.2.2.10 Without reference, analyze the procedures to process officer discharge actions in accordance with AFI 36-3206, and AFI 36-3207.

STS: 8.1.5.

Measurement: W

4.2.2.11 Without reference, analyze the purposes and determine the uses of the following Quality Force Management tools: Unfavorable Information File, Administrative Demotion, Control Roster and Weight Management Program in accordance with AFI 36-2907, AFI 36-2503, and AFI 40-502.

STS: 8.2.1. - 8.2.4.

Measurement: W

4.2.2.12 Without reference, analyze the purposes and procedures to release and/or deny access to government held information pursuant to the Freedom of Information Act and Privacy Act in accordance with DoDR 5400.7R, DoD 5400.11-R, AF SUP 1 and AFI 33-332.

STS: 8.3.1. - 8.3.3.

Measurement: W

4.2.2.13 Without reference, analyze aircraft and missile accident investigation procedures in accordance with AFI 51-503 and AFI 91-204.

STS: 8.3.10.1 & 8.3.10.2.

Measurement: W

4.2.2.14 Without reference, determine the requirements for the development and uses of contingency plans in accordance with AFI 32-4001.

STS: 8.5.3.1.

Measurement: W

4.2.2.15 Without reference, analyze the purpose and procedures to process an Article 138 Complaint in accordance with AFI 51-904.

STS: 8.3.4.

Measurement: W

4.2.2.16 Given Line of Duty and Report of Survey case files and using a personal computer, personal notes, Civil Law Deskbook, AFI 36-2910 and AFM 23-220, analyze the facts and prepare legal reviews in accordance with instructions.

STS: 5.7.4., 8.3.8. & 8.3.9.

Measurement: P

4.2.2.17 Without reference, explain the basic terms, applicable laws and the procedures used in the environmental law program.

STS: 8.5.4.1. & 8.5.4.2.

Measurement: W

4.2.2.18 Without reference, explain the applicable laws, basic terms and procedures involved in reviewing government contracts.

STS: 8.5.5.1. & 8.5.5.2.

Measurement: W

4.2.2.19 Without reference, explain the terms and applicable law, and the procedures for processing a labor case file.

STS: 8.5.6.1. & 8.5.6.2.

Measurement: W

4.2.2.20 Without reference explain the basic terms and general principles of fiscal law.

STS: 8.5.7.1. & 8.5.7.2.

Measurement: W

4.2.3 Supervision and Training

4.2.3.1 Without reference, analyze the purpose and uses of the 5J0X1 Career Field Education and Training Plan.

STS: 1.1.

Measurement: W

4.2.3.2 Without reference, explain the purpose and procedures of the Air Force Mentoring Program in accordance with AFI 36-3401.

STS: 2.1.4.

Measurement: W

4.2.3.3 Given a training package and using personal notes, and Supervision and Training Deskbook, AFI 36-2201 and AFI 36-2247, determine training needs, develop training standards, and document the training record in accordance with instructions.

STS: 3.1., 3.2.1. & 3.2.3.3.

Measurement: P/W

4.2.3.4 Without reference, explain requirements in conducting, monitoring and evaluating training in accordance with AFI 36-2247 and 36-2201.

STS: 3.2.2. & 3.2.3.1. - 3.2.3.3.

Measurement: W

4.2.3.5 Without reference, differentiate between various conflict management styles.

STS: 2.15

Measurement: W

4.2.4 Claims

4.2.4.1 Without reference, explain the principles and procedures to manage Air Force claims funds in accordance with AFI 51-502 and AFI 65-601.

STS: 12.5.1.

Measurement: W

4.2.4.2 Without reference, analyze the methods, policies, and procedures prescribed to conduct claims investigations in accordance with AFMAN 51-505.

STS: 12.6.1.1., 12.6.1.2., 12.6.2.3.,
12.6.3.1. & 12.6.3.2.

Measurement: W

4.2.4.3 Without reference, determine the purpose and role of the Disaster Control Group (DCG) in accordance with AFMAN 51-505

STS: 12.8.1. & 12.8.2.

Measurement: W

4.2.4.4 Without reference, determine the requirements for the drafting and reviewing emergency plans in accordance with AFI 32-4004.

STS: 8.5.3.2., 12.8.1. & 12.8.2.

Measurement: W

4.2.4.5 Given a claims file and using a personal computer, desk book, personal notes and AFMAN 51-505, analyze the issues and compose a seven point memorandum in accordance with instructions.

STS: 12.6.3.3. & 15.1.1. - 15.1.3.

Measurement: P/W

4.2.4.6 Without reference, determine requirements for litigation support in processing a claim under the Federal Tort Claims Act.

STS: 15.1.4.

Measurement: W

4.2.4.7 Without reference, apply the concepts, principles, methods and procedures for fraudulent claims in accordance with 51-502.

STS: 12.9

Measurement: W

4.2.4.8 Without reference, analyze procedures used in processing claims under the Military Claims Act in accordance with AFI 51-505.

STS: 15.2.1. - 15.2.4.

Measurement: W

4.2.4.9 Without reference, analyze medical malpractice claim procedures in accordance with AFI 51-501 and AFMAN 51-505.

STS: 15.4.

Measurement: W

4.2.4.10 Without reference, analyze the Hospital Recovery (FMCRA and COB) claim procedures in accordance with AFI 51-502.

STS: 16.1.1.1. - 16.1.1.5. & 16.1.2. - 16.1.5. Measurement: W

4.2.4.11 Given a claims file and using AFI 51-502, analyze a Property Damage Tort Claim in Favor of the United States in accordance with instructions.

STS: 16.2.1. - 16.2.3. Measurement: PC

4.2.4.12 Using a personal computer, AFCIMS User's Guide, and personal notes, retrieve/review AFCIMS reports and prepare an analysis of data in accordance with instructions.

STS: 18.4. Measurement: PC

4.2.4.13 Without reference, determine the requirements for managing the AFCIMS database, claims funds, and suspenses.

STS: 18.3., 18.5, 18.6.1. & 18.6.2. Measurement: W

4.2.5 Military Justice

4.2.5.1 Given scenarios and using the Manual for Courts-Martial, AFI 51-201, personal notes and study guide, analyze procedures for conducting a preliminary inquiry into reported offenses in accordance with instructions.

STS: 11.4.1. Measurement: PC/W

4.2.5.2 Without reference, differentiate between the types of jurisdiction.

STS: 11.1.1., 11.1.2. & 11.1.4. Measurement: W

4.2.5.3 Using a personal computer, personal notes, sample trial brief, and the Manual for Courts-Martial prepare a proof analysis in accordance with instructions.

STS: 11.4.10 Measurement: P

4.2.5.4 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook, and personal notes, review and edit court-martial charges and specifications in accordance with instructions.

STS: 11.4.8 & 11.4.9 Measurement: P/W

4.2.5.5 Given a case file and using a personal computer, the Military Justice Deskbook, the Manual for Courts-Martial, AFI 51-201, DAPAM 27-9 and personal notes, prepare a stipulation of fact, findings worksheet, and a sentencing worksheet in accordance with instructions.

STS: 11.4.13.2., 11.4.13.4 & 11.4.13.5. Measurement: PC

4.2.5.6 Given a case file and using a personal computer, Military Justice Deskbook, the Manual for Courts-Martial, AFI 51-201, DAPAM 27-9 and personal notes, prepare a discovery request in accordance with instructions.

STS: 11.4.20. Measurement: P/W

4.2.5.7 Given a scenario and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook and personal notes, determine investigative techniques used in court-martial preparation in accordance with instructions.

STS: 11.4.2. Measurement: P

4.2.5.8 Given a case file and using the Manual for Courts-Martial, Military Justice Deskbook, and personal notes, conduct witness interviews in accordance with instructions.

STS: 11.4.24.2., 12.6.2.1. & 12.6.2.2.

Measurement: PC/P/W

4.2.5.9 Without reference, determine when apprehension is appropriate and when pre-trial restraint is authorized in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.11.

Measurement: W

4.2.5.10 Without reference, analyze Article 32 Investigation procedures in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.15.

Measurement: W

4.2.5.11 Without reference, determine the appropriateness, terms and conditions, and procedures to process pretrial agreements (PTA) in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.21.

Measurement: W

4.2.5.12 Without reference, determine the procedures for lawful search and seizures as it pertains to the apprehension of persons and the seizure of property and the applicable Military Rules of Evidence (MRE) in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.3., 11.4.4. & 11.4.7.

Measurement: W

4.2.5.13 Without reference, analyze the procedures for processing immunity requests in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.6.

Measurement: W

4.2.5.14 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook, and personal notes, prepare, review and edit a DD Form 458 from preferral to service of charges in accordance with instructions.

STS: 11.4.12., 11.4.16. & 11.4.17.

Measurement: PC/P/W

4.2.5.15 Given a case file and using AFI 51-201 and a personal computer, review a convening order for accuracy in accordance with instructions.

STS: 11.4.18.

Measurement: P

4.2.5.16 Without reference, determine responsibility for witness funding in accordance with the Manual for Courts-Martial and AFI 51-201.

STS: 11.4.24.3.

Measurement: W

4.2.5.17 Without reference, analyze the applicability of the 5th and 6th Amendments, and Article 31 of the UCMJ, in relation to confessions and rights to counsel in accordance with the Manual for Courts-Martial.

STS: 11.4.5.

Measurement: W

4.2.5.18 Given a case file and using the Manual for Courts-Martial, AFI 51-201, Military Justice Deskbook and personal notes, analyze trial procedures from arraignment through sentencing in accordance with instructions.

STS: 11.5.2. - 11.5.5.

Measurement: P/W

4.2.5.19 Without reference, analyze the practice of trial advocacy and courtroom ethics in accordance with AFI 51-602, AFI 36-3210, AFI 51-201, AFI 36-3208 and the Manual for Courts-Martial.

STS: 11.5.1.

Measurement: W

4.2.5.20 Without reference, determine the requirements and services within the Victim and Witness Assistance Program in accordance with AFI 51-201.

STS: 11.4.24.5.

Measurement: W

4.2.5.21 Given a case file and using a personal computer and personal notes, prepare an AF Form 1359 in accordance with instructions.

STS: 11.6.3.

Measurement: P

4.2.5.22 Without reference, analyze the procedures for processing requests for deferment/waiver of forfeitures under Article 57A & 58b, Uniform Code of Military Justice.

STS: 11.6.4.3.

Measurement: W

4.2.5.23 Given a case file and using a personal computer, the Manual for Courts-Martial, AFI 51-201 and personal notes, prepare a Staff Judge Advocate Recommendation in accordance with instructions.

STS: 11.6.9.

Measurement: PC/W

4.2.5.24 Without reference, determine requirements for an addendum to a Staff Judge Advocate Recommendation in accordance with AFI 51-201.

STS: 11.6.11.

Measurement: W

4.2.5.25 Given a scenario and using a personal computer, the Manual for Courts-Martial, AFI 51-201 and personal notes, compose the action of the convening authority in accordance with instructions.

STS: 11.6.12.

Measurement: PC/P

4.2.5.26 Given a scenario and using a personal computer, the Manual for Courts-Martial, AFI 51-201 and personal notes, prepare and review/edit a court-martial order in accordance with instructions.

STS: 11.6.13.1. & 11.6.13.2.

Measurement: PC/P

4.2.5.27 Without reference, differentiate between the different levels of appellate review and the procedures for processing the records of trial through the appellate level in accordance with AFI 51-201 and the Manual for Courts-Martial.

STS: 11.6.16.1. - 11.6.16.6.

Measurement: W

4.2.5.28 Given case files and using the Manual for Courts-Martial, AFI 51-202, Military Justice Deskbook and personal notes, evaluate completed nonjudicial punishment actions and make recommendations in accordance with instructions.

STS: 11.2.1. - 11.2.5., 11.2.7. & 11.2.8.

Measurement: PC/W

4.2.5.29 Given case files and using the Manual for Courts-Martial, AFI 51-202, Military Justice Deskbook and personal notes, evaluate and recommend supplementary action to nonjudicial punishment action in accordance with instructions.

STS: 11.2.6.1. - 11.2.6.5.

Measurement: PC/W

4.2.5.30 Given scenarios and using a personal computer, personal notes, and the AMJAMS User's Guide, input nonjudicial punishment and court-martial actions, retrieve/review AMJAMS reports and prepare an analysis of the data in accordance with instructions.

STS: 11.8.1.1.1. - 11.8.1.1.4.,

Measurement: PC

11.8.1.2.1. - 11.8.1.2.6. & 11.8.2.

4.2.5.31 Determine the procedures for processing supplementary court-martial orders.

STS: 11.7.4.

Measurement: W

4.2.5.32 Without reference, determine the uses of legal publications.

STS: 5.7.1.1. & 5.7.1.2.

Measurement: W

4.2.5.33 Given a handout, and using a Military Justice Deskbook, personal notes, legal publications, conduct manual legal research, and analyze published opinions in accordance with instructions.

STS: 5.7.2.1.

Measurement: P

4.2.5.34 Given a handout and using a personal computer and personal notes, navigate through WebFLITE, conduct computerized legal research, and analyze published opinions and prepare a case brief in accordance with instructions.

STS: 5.2.5., 5.7.2.2., 5.7.3. & 11.4.13.3.

Measurement: PC/P

Section B - Support Materials

The following list of support materials is not all inclusive; however, it covers the most frequently referenced areas.

Reference	Title	Developer
5J051 CDC	Paralegal Journeyman	CDC Writer
AFMAN 33-326	Preparing Official Communications	AFCIC/ITSI
AFH 33-337	The Tongue and Quill	ACSC/DEXP
AFI 36-2201	Developing, Managing, and Conducting Training	USAF/DPPE
AFMAN 36-2247	Planning, Conducting, Administering And Evaluating Training	AFPC/DPPAT
AFI 36-3206	Administrative Discharge Procedures for Commissioned Officers	AFPC/DPPRP
AFI 36-3207	Separating Commissioned Officers	AFPC/DPPRP
AFI 36-3208	Administrative Separation of Airmen	AFPC/DPMARS
AFPAM 36-3210	Procedural Guide for Enlisted Administrative Discharge Boards	AFPC/JA
AFI 40-502	The Weight and Body Fat Management Program	AFPC/DPSFM
AFI 51-102	The Judge Advocate General's Department.	AF/JAX
AFI 51-105	Automated Legal Information Services and Library System	AFLSA/JAS
AFI 51-201	Administration of Military Justice	AFLSA/JAJM
AFI 51-202	Nonjudicial Punishment Guide	AFLSA/JAJM
AFMAN 51-203	Records of Trial	AFLSA/JAJM
AFI 51-501	Tort Claims	AFLSA/JACT
AFI 51-502	Personnel & Government Recovery Claims	AFLSA/JACC
AFI 51-504	Legal Assistance, Notary, and Preventive Law Programs	AFLSA/JACA
DoD 5400.7-R	DoD Freedom of Information Act	AFCIC/ITC
DoD 5400.7-R AFSup 1	DoD Freedom of Information Act	
DoD 5400.11-R	DoD Privacy Act Program	
DoD 5500.7-R	Standards of Conduct	
MCM	Manual for Courts-Martial	

Section C - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION
M3ALR5J031	Paralegal Apprentice Course	Maxwell AFB, AL
MAFJAG623	Reserve Forces Paralegal Course	Maxwell AFB, AL
M3AZR 5J051	Claims Administration	Maxwell AFB, AL
M3ACR5J071	Paralegal Craftsman Course	Maxwell AFB, AL
MAFJAG 621	Reserve Paralegal Annual Survey of the Law	Denver, CO
MAFJAG 622	Air National Guard Paralegal Annual Survey of the Law	Denver, CO
MAFJAG 640	Law Office Manager Course	Maxwell AFB, AL
MAFJAG 650	Claims and Tort Litigation Course	Maxwell AFB, AL
MAFJAG 700	Ops Law Course/JAG Flag	Maxwell AFB, AL
MAFJAG 770	Federal Income Tax Law Course	Maxwell AFB, AL
MAFJAG 670	Environmental Law Course	Maxwell AFB, AL

3. Air Force Institute for Advanced Distributed Learning (AFIDAL) Courses

COURSE NUMBER	TITLE	LOCATION
CDC 5J051	Paralegal Journeyman	Maxwell AFB, AL

4. Exportable Courses

COURSE NUMBER	TITLE	LOCATION
	JAG School Video Catalog	Maxwell AFB, AL

5. Courses Under Development/Revision

COURSE NUMBER	TITLE	LOCATION
	Senior Reserve Forces Paralegal Course	Maxwell AFB, AL

Section D - MAJCOM Unique Requirements

The following list of MAJCOM unique responses is not all inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER	COURSE TITLE	LOCATION
	Annual MAJCOM Conference	TBD
	Senior Paralegal Worldwide Conference (SMSgt/NAFs/MAJCOM)	Wash, DC
	TJAG GCM Conference (MAJCOM Functional Managers)	TBD

Section E - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 28 April 2003 and graduating 10 June 2003.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Attachments 1 through 6, Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Column 2 (Core/Deployment Tasks) identifies, by asterisk (*), specialty-wide training requirements. **NOTE:** Tasks are functionally grouped by subject and/or job position to aid task selection and reduce duplication. Supervisors may select tasks from any attachment to accurately define a job.

2.1.1. Attachment 1, Qualitative Requirements and Career Progression.

2.1.2. Attachment 2 identifies overall supervision, training, and law office management tasks.

2.1.3. Attachment 3 identifies program administration and resource management functions common across 5J0X1 duty positions.

2.1.4. Attachment 4 identifies tasks and programs related to General/Civil Law.

2.1.5. Attachment 5 identifies tasks related to Military Justice positions.

2.1.6. Attachment 6 identifies tasks related to Claims positions.

2.1.7. Attachment 7 identifies tasks related to NAF Superintendents.

2.1.8. Attachment 8 identifies tasks related to MAJCOM Paralegal Managers.

2.2. Provides **certification for OJT**. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. *(As a minimum, use the following column designators: Completion Date and Certifier Initials).*

2.3. Shows **formal training** and **correspondence course** requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses. Use this key when evaluating graduates' proficiency.

2.5. Becomes a **Job Qualification Standard (JQS)** for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. Both the supervisor and the trainee are responsible for the accuracy of this document. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part II, Section E of the CFETP: Start Date (if applicable), Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). When the member no longer performs the duty in their current duty position, erase the circle(s). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current qualifications. For **core tasks previously certified and required in the current duty position**, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. For **non-core tasks previously certified and required in the members current duty position**, evaluate current qualifications and when verified, recertify using the current date, and enter the trainee's and trainer's initials. For **previous certification on tasks not required in the current duty position**, carry forward **only** the previous completion date. If and when the transcribed task becomes a duty position requirement, recertify with current date and trainee's, trainer's and certifier's initials for core task items, and the trainee's and trainer's initials for non-core task items. If the member already possesses a 7- skill level and the new CFETP identifies new core tasks, these tasks must be completed within 1 year from the date of the new CFETP.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: The supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: Supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained, evaluated, and qualified to the "go/no go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. Training will be accomplished by a qualified individual possessing a higher skill level than the trainee, or the same skill level if task certified. Evaluation and certification on core tasks may be accomplished by another qualified individual possessing a 5-skill level or higher in AFSC 5J0X1 if possible, but not required.

2.5.3. All tasks identified with an asterisk in Column 2 are core tasks for the duty position outlined below. Paralegal personnel occupying any 5J0X1 duty position must be trained and certified on all respective core tasks to be duty position qualified. To be considered fully qualified and eligible for 7-skill level award, personnel must be duty position qualified, trained, and certified on all core tasks identified in Attachments 1 through 6.

- (a) Attachment 1 applies to all 5J0X1 personnel.
- (b) Attachment 2 applies to all 5J0X1 supervisors.
- (c) Attachment 3 applies to all 5J0X1 personnel.
- (d) Attachment 4 applies to General/Civil Law.
- (e) Attachment 5 applies to Military Justice.
- (f) Attachment 6 applies to Claims.
- (g) Attachment 7 applies to NAF Paralegal Superintendents
- (h) Attachment 8 applies to MAJCOM Paralegal Managers.

2.5.4. This CFETP will be used during the initial evaluation of all newly assigned personnel.

2.5.5. Additional Task Requirements. All deployment tasks identified by the percentage symbol "%" and wartime tasks identified by the dollar sign "\$" are required only when assigned to that specific duty position. Supervisors may add additional tasks as duty position requirements or those tasks necessary to support a specific deployment requirement. Items identified as a deployment task include the minimum training requirements necessary for deployment eligibility. Specific deployment requirements to support an individual theater or deliberate plan may require training in addition to the items identified as a deployment task.

2.5.6. Promotion Tests. The STS also serves as a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The test samples subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, Air Force Military Personnel Testing System. WAPS is not applicable to the Air Reserve Component.

3. Recommendations. Report unsatisfactory performance of individual course graduates to CPD/JA, 150 Chennault Circle, Maxwell AFB, AL 36112-6418. Reference specific STS paragraphs. A customer service information line has been installed for the supervisors' convenience to identify graduates who may have received over or under training on task and knowledge items listed in this training standard. For a quick response to problems, call our customer service information line, DSN 493-2802, between 0730 and 1630, Central time.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

THOMAS J. FISCUS, Major General, USAF
The Judge Advocate General

DONALD L. PETERSON, Lieutenant General, USAF
Deputy Chief of Staff, Personnel

- 8 Attachments
1. Qualitative Requirements and Career Ladder Progression
 2. Supervisors Tasks
 3. General 5J0X1 Tasks
 4. General/Civil Law Tasks
 5. Military Justice Tasks
 6. Claims Tasks
 7. NAF Paralegal Superintendent Tasks
 8. MAJCOM Paralegal Managers Tasks

Attachment 1

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Trainer and Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

This mark is used to show that some advanced training in the specific area is provided

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

\$ This mark is used to show tasks identified for wartime tasks.

% This mark is used to show tasks identified for deployment.

Note: All tasks and knowledge items shown with an asterisk in Column 4A(2) are trained during wartime

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
1. CAREER LADDER PROGRESSION TR: AFMAN 36-2108, AFI 36-2855, AFD 51-1, AFI 51-102, 51-802 & PARALEGAL HOMEPAGE												
1.1. Career Field Education and Training Plan							B	-		B	C	-
1.2. Progressions in Paralegal Career Ladder							B	-		-	-	-
1.3. Paralegal Duties							B	-		-	-	-
1.4. TJAG Department												
1.4.1. Structure and Responsibilities							A	-		B	-	-
1.4.2. Paralegal History							A	-		B	-	-
1.4.3. Awards and Recognition							A	-		B	-	-

Attachment 2

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
2. SUPERVISION TR: AFPAM 36-106, AFIs 36-108, 36-703, 36-704, 36-2401, 36-2406, 36-2618, 36-2907 & 36-3401												
2.1. Plan Work Assignment							-	-		B	-	-
2.2. Control/Accountability	%						-	-		B	-	-
2.3. Assign Duties to Personnel							-	-		B	-	-
2.4. Orient New Personnel							-	-		B	-	-
2.5. Plan Work Assignments							-	-		B	-	-
2.6. Establish												
2.6.1. Work Methods							-	-		B	-	-
2.6.2. Controls							-	-		B	-	-
2.6.3. Performance Standards							-	-		B	-	#
2.7. Evaluate Work Performance							-	-		B	-	-
2.8. Resolve Technical Problems							-	-		B	-	#
2.9. Counsel Personnel							-	-		B	-	-
2.10. Correct Substandard Performance							-	-		B	-	#
2.11. Maintain Civilian Employee Records							-	-		-	-	#
2.12. Conduct Self-Inspections/Assessments	%						-	-		B	-	#
2.13. Conduct EPR Feedback							-	-		-	-	-
2.14. Mentorship							-	-		-	B	#
2.15. Conflict Management							-	-		-	C	#
3. TRAINING TR: AFIs 36-401, 36-2201, 36-2247, AFMAN 36-8001 & AFD 51-8												
3.1. Determine need for training	*						-	-		-	3c	-
3.2. Plan and supervise EST												
3.2.1. Prepare Job Qualification Standards	*						-	-		B	3c	#
3.2.2. Conduct training							-	-		B	c	-
3.2.3. Monitor training												
3.2.3.1. Evaluate training programs							-	-		-	c	-
3.2.3.2. Counsel trainees on their progress							-	-		-	c	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
3. TRAINING (CONTINUED)												
3.2.3.3. Recommend personnel for upgrade	%						-	-		-	c	-
3.3. Maintain training records	*						-	-		-	3c	-
4. LAW OFFICE MANAGEMENT TR: AFIs 23-111, 36-2803, 36-2808, AFPAM 36-2861, AFIs 38-204, 38-205, 65-601 V1, AFMS 102A & POLICY MEMORANDA												
4.1. Manpower												
4.1.1. Manpower standard							-	-		-	-	#
4.1.2. UMD Management							-	-		-	-	#
4.1.3. UMPR Management							-	-		-	-	#
4.1.4. Security Access Requirement Management	%						-	-		-	-	#
4.2. Personnel Programs												
4.2.1. Retraining Interview							-	-		-	-	#
4.2.2. Recognition Programs							-	-		-	-	#
4.2.3. Personnel Program Updates							-	-		-	-	#
4.3. Resource Management												
4.3.1. Budget	%						-	-		-	-	#
4.3.2. Facilities	%						-	-		-	-	#
4.3.3. Equipment and supplies	%						-	-		-	-	#
4.4. Office Management Problems/Problem Solving							-	-		-	-	#
4.5. SJA and LOM relationship							-	-		-	-	#
4.6. Article 6, UCMJ, Visits												
4.6.1. Briefing							-	-		-	-	#
4.6.2. Protocol							-	-		-	-	#
4.7. Management of WebFLITE Roster							-	-		-	-	-

Attachment 3

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
5. LAW OFFICE ADMINISTRATION TR: AFIs 33-326, 33-328, AFH 33-337, AFIs 33-360 V1, 37-123, 37-138, 51-105 & 51-604												
5.1. Law Library												
5.1.1. Resource Allocation Management System (NetRAMS)												
5.1.1.1. Establish requirement for law library							A	-		B	-	-
5.1.1.2. Inventory law library							A	-		b	-	-
5.1.2. Maintain Law Library												
5.1.2.1. Mark and post publications							A	-		b	-	-
5.1.2.2. Dispose of obsolete publications							A	-		b	-	-
5.1.2.3. Dispose of excess publications							A	-		b	-	-
5.1.3. Budget for foreign publications							-	-		a	-	-
5.1.4. Purchase foreign publications							-	-		a	-	-
5.2. Use personal computer												
5.2.1. Spreadsheets	%						-	-		-	-	-
5.2.2. Databases	%						-	-		-	-	-
5.2.3. Slides Presentation	%						-	-		-	-	-
5.2.4. NETRAMS	%						A	-		B	C	#
5.2.5. WebFLITE	* %						2b	\$		-	3c	-
5.2.6. Electronic Publications and Forms	%						-	-		-	-	-
5.3. Prepare correspondence	* %						2b	-		-	-	-
5.4. Records management	%						-	-		-	-	-
5.5. Administrative orders												
5.5.1. Prepare	%						-	-		-	-	-
5.5.2. Process	%						-	-		-	-	-
5.6. Briefings	%						B	-		-	-	-
5.7. Legal Research												
5.7.1. Legal Publications												
5.7.1.1. Official	* %						A	\$		B	C	-
5.7.1.2. Unofficial	* %						A	\$		B	C	-
5.7.2. Perform legal research												
5.7.2.1. Manual method	* %						2b	-		b	3c	-
5.7.2.2. Computerized	* %						2b	-		b	3c	-
5.7.3. Prepare case briefs	*						-	-		b	3c	-
5.7.4. Prepare legal reviews	* %						-	-		-	3c	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
6. ETHICS TR: DoD 5500.7-R STANDARDS OF CONDUCT & POLICY MEMORANDA												
6.1. Joint Ethics Regulation	%						-	-		B	C	#
6.2. Professional Responsibilities	%						A	\$		B	C	#
7. LEGAL ASSISTANCE AND PREVENTIVE LAW TR: AFI 51-504												
7.1. Air Force Legal Assistance Program	%						B	\$		B	-	-
7.2. Client Services												
7.2.1. Determine Eligibility and Scope	* %						b	\$		B	-	-
7.2.2. Conflicts of Interest	* %						b	\$		B	-	-
7.2.3. Referral	* %						b	\$		B	-	-
7.3. Prepare legal documents												
7.3.1. Powers of Attorney	* %						2b	\$		c	-	-
7.3.2. Wills	* %						2b	\$		c	-	-
7.4. Perform notarial acts and maintain notary log	* %						2b	\$		c	-	-
7.5. Maintain manual or automated legal assistance records	* %						B	\$		-	-	-
7.6. Prepare manual or automated legal assistance report							A	-		A	-	-
7.7. Tax assistance program												
7.7.1. Program Requirements							-	-		-	c	-
7.7.2. Provide and prepare basic tax forms												
7.7.2.1. Manual							-	-		-	-	-
7.7.2.2. Electronic							-	-		-	-	-
7.8. Preventive Law Program												
7.8.1. Purpose							A	-		B	-	-
7.8.2. Scope							A	-		B	-	-
7.8.3. Management							A	-		B	-	-

Attachment 4

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
8. CIVIL LAW TR: MCM, AFI 10-404, AFMAN 23-220, AFIs 25-201, 33-332, 36-701, 36-2503, 2907, 2910, AFIs 36-3206, 3207, 3208, AFPAM 36-3210, AFIs 40-502, 51-301, 51-503, AFJI 51-706, AFIs 51-602, 51-904, 51-905, 91-204 & GENEVA CONVENTIONS												
8.1. Administrative separation actions												
8.1.1. Basis and characterization							A	-		B	c	-
8.1.2. Process enlisted discharges							a	-		b	c	-
8.1.3. Prepare legal reviews							a	-		B	3c	-
8.1.4. Perform duties of government/defense representative							A	-		b	3c	-
8.1.5. Officer separation							A	-		B	C	-
8.1.6. Discharge boards							A	-		b	3c	-
8.2. Quality Force Management												
8.2.1. Enlisted demotions							A	-		B	c	-
8.2.2. Unfavorable Information File (UIF)	%						A	-		b	c	-
8.2.3. Control Roster							A	-		b	c	-
8.2.4. Weight Management Program							-	-		A	c	-
8.3. Administrative inquiries and investigation												
8.3.1. Freedom of Information Act Request	%						A	-		b	c	-
8.3.2. Privacy Act	%						A	-		b	c	-
8.3.3. Release of Information for Litigation							-	-		b	c	-
8.3.4. Article 138, UCMJ	%						-	-		b	c	-
8.3.5. Appearance of witnesses for civilian tribunals							-	-		b	-	-
8.3.6. Off-duty employment							A	-		B	C	-
8.3.7. Congressional and High Level Inquiries							-	-		b	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
8. CIVIL LAW (CONTINUED)												
8.3.8. Line of Duty Determination	%						A	-		B	3c	-
8.3.9. Report of Survey	%						A	-		b	3c	-
8.3.10. Aircraft and Missile Accident Investigations												
8.3.10.1. Safety Investigations							A	-		B	C	-
8.3.10.2. Accident Investigation Board	%						A	-		B	C	-
8.4. Information Operations	%						-	-		A	B	-
8.5. Civil Law Programs and Directives												
8.5.1. Federal Magistrate Court System												
8.5.1.1. Determine Jurisdiction							-	-		B	-	-
8.5.1.2. Draft Information Sheet							-	-		b	-	-
8.5.1.3. Research State and Federal Law							-	-		b	-	-
8.5.1.4. Assemble Court Files							-	-		b	-	-
8.5.1.5. Investigation Interview							-	-		b	-	-
8.5.1.6. Case Docketing							-	-		B	-	-
8.5.2. Host-tenant Support Agreements	%						-	-		B	-	-
8.5.3. Review and/or Draft Contingency/Emergency Plans												
8.5.3.1. Contingency	%						-	-		-	B	-
8.5.3.2. Emergency	%						-	-		-	B	-
8.5.4. Environmental Law												
8.5.4.1. Terminology							-	-		A	B	-
8.5.4.2. Litigation Support							-	-		A	B	-
8.5.5. Contract Law												
8.5.5.1. Terminology							-	-		A	B	-
8.5.5.2. Legal Reviews							-	-		a	B	-
8.5.6. Labor and Employment Law												
8.5.6.1. Terminology							-	-		B	B	-
8.5.6.2. Processing Case Files							-	-		B	B	-
8.5.7. Fiscal Law												
8.5.7.1. Terminology							-	-		-	B	-
8.5.7.2. General Principles							-	-		-	B	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
9. INTERNATIONAL LAW TR: AFI s 25-301, 51-701, 51-703, & AFJI 51-706												
9.1. General Principles	%						-	-		A	B	#
9.2. Status of Forces Agreement (SOFAs)												
9.2.1. SOFA Coverage	%						-	-		A	B	#
9.2.2. SOFA Privileges	%						-	-		A	B	#
9.2.3. Application of SOFA Provisions							-	-		A	B	#
9.3. Foreign Criminal Jurisdiction (FCJ) Program												
9.3.1. US Procedures for FCJ Cases	%						-	-		A	C	#
9.3.2. Appointing Trial Observer	%						-	-		A	C	#
9.3.3. Confinement Procedures	%						-	-		A	C	#
9.3.4. FCJ Reporting Procedures	%						-	-		A	C	#
9.3.5. Host Nation Legal Support Procedures	%						-	-		A	C	#
9.3.6. UCMJ Jurisdiction	%						-	-		A	C	#
9.4. International Agreement												
9.4.1. Host Nation Support Agreement	%						-	-		A	B	#
9.4.2. Acquisition and Cross Servicing Agreements	%						-	-		A	B	#
9.5. Space Law							-	-		-	A	-
9.6. Air Space and Overflight							-	-		-	A	-
10. OPERATIONS LAW TR: JPs 1-04, 3-0, AFDD 1, 2, AFD 10-13, AFI 10-216, AFPAM 10-231, AFI 10-403, AFMAN 10-100, AFJPAM 10-225, AFPAM 36-2241 V1, AFD 51-4, AFIs 51-401, 51-402, 51-704, & AIR FORCE OPERATIONS AND THE LAW GUIDE												
10.1. Joint Doctrine												
10.1.1. Joint Warfare							-	-		-	A	-
10.1.2. Joint Legal Support for Military Operations							-	-		-	A	-
10.2. Air Force Doctrine												
10.2.1. AF Basic Doctrine	%						-	-		-	A	-

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
10. OPERATIONS LAW (CONTINUED)												
10.2.2. Organization and Employment of Aerospace Power	%						-	-		-	A	-
10.2.3. Legal Support Doctrine	%						-	-		-	A	-
10.3. Operation Center												
10.3.1. Joint Force Air Component Commander Responsibility (JFACC)							-	-		A	A	-
10.3.2. Air Operations Center Organization and Purpose							-	-		A	A	-
10.3.3. Commander Air Force Forces Responsibility (COMAFFOR)							-	-		A	A	-
10.3.4. Rules of Engagement (ROE)												
10.3.4.1. Joint Chief of Staff (JCS) Standing ROE	%						-	-		B	B	#
10.3.4.2. Theater Specific ROE	%						-	-		-	-	-
10.3.4.3. Determine Current ROE	%						-	-		B	B	#
10.3.4.4. Requesting Supplemental ROE	%						-	-		B	B	#
10.3.4.5. Hostile Act	%						-	-		B	B	-
10.3.4.6. Hostile Intent	%						-	-		B	B	-
10.3.4.7. Proportional Force	%						-	-		B	B	-
10.3.5. Air Tasking Order (ATO) Cycle												
10.3.5.1. Strategy	%						-	-		A	-	-
10.3.5.2. Guidance Apportionment and Target							-	-		A	C	-
10.3.5.3. Master Air Attack Plan (MAAP)							-	-		A	-	-
10.3.6. Law of Armed Conflict												
10.3.6.1. LOAC Training	* %						-	-		b	C	-
10.3.6.2. LOAC Principles												
10.3.6.2.1. Military Necessity	* %						-	-		B	C	-
10.3.6.2.2. Unnecessary Suffering	* %						-	-		B	C	-
10.3.6.2.3. Proportionality	* %						-	-		B	C	-
10.3.6.2.4. Distinction	* %						-	-		B	C	-
10.3.6.3. Protective Symbols and Emblems	* %						-	-		B	C	-
10.3.6.4. Status of Personnel												
10.3.6.4.1. Combatants	* %						-	-		B	C	-
10.3.6.4.2. Noncombatants	* %						-	-		B	C	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
10. OPERATIONS LAW (CONTINUED)												
10.3.6.4.3. Unlawful Combatants	* %						-	-		B	C	-
10.3.6.5. Reporting LOAC Violations	* %						-	-		b	c	-
10.3.7. Enemy Prisoners of War (EPW)												
10.3.7.1. EPW Status	%						-	-		-	-	-
10.3.7.2. EPW Treatment	%						-	-		-	-	-
10.3.7.3. Procedures of Handling Asylum/ Temporary Refuge	%						-	-		-	-	-
10.3.8. Noncombatant Evacuation Operation (NEO)												
10.3.8.1. Authority to Conduct NEO							-	-		A	-	-
10.3.8.2. Status of Evacuees							-	-		A	-	-
10.3.8.3. AF Responsibilities							-	-		A	-	-
10.3.9. Peace Operations and Humanitarian Assistance												
10.3.9.1. Authority to Conduct Operations							-	-		A	-	-
10.3.9.2. Deployment Fiscal Law and Contingency Contracting												
10.3.9.2.1. General Principles	%						-	-		-	A	#
10.3.9.2.2. Construction	%						-	-		-	A	-
10.3.9.2.3. Training	%						-	-		-	A	-
10.3.9.2.4. Humanitarian and Civic Assistance (HCA)	%						-	-		-	A	-
10.3.9.2.5. Disaster Relief	%						-	-		-	A	-
10.3.10. Force Protection												
10.3.10.1. Deployed Commanders Responsibilities	%						-	-		A	B	#
10.3.10.2. Rules for Use of Force	%						-	-		A	B	#
10.3.11. Deployment Preparation												
10.3.11.1. Personal Readiness	%						-	-		-	B	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
10. OPERATIONS LAW (CONTINUED)												
10.3.8.11.2. Equipment Readiness												
10.3.8.11.2.1. Preparation/ Employment of XFFJ6 Unit Type Code (UTC)	%						-	-		-	B	-
10.3.8.11.2.2. Preparation/ Employment of XFFJ7 UTC	%						-	-		-	B	-

Attachment 5

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE TR: MCM, AFIs 36-2604, 36-2608, 51-201, 51-202, AFMAN 51-203, AFIs 51-602, 51-604, & AFLSA/JAJM HOME PAGE												
11.1. Jurisdiction												
11.1.1. Concurrent	* %						A	\$		B	C	-
11.1.2. Exclusive	* %						A	\$		B	C	-
11.1.3. Proprietary							A	-		B	-	-
11.1.4. Foreign	*						A	\$		B	C	-
11.2. Nonjudicial Punishment												
11.2.1. Verify Sufficiency of Evidence	* %						2b	\$		b	4d	-
11.2.2. Provide Advice on Procedures	* %						b	\$		c	4d	-
11.2.3. Prepare Specifications	* %						2b	\$		b	4d	-
11.2.4. Prepare Punishment Recommendation	* %						2b	\$		b	4d	-
11.2.5. Process Appeal Actions	* %						2b	\$		c	4d	-
11.2.6. Prepare Supplementary Actions												
11.2.6.1. Remission	* %						2b	\$		c	4d	-
11.2.6.2. Mitigation	* %						2b	\$		c	4d	-
11.2.6.3. Set Aside	* %						2b	\$		c	4d	-
11.2.6.4. Suspensions	* %						2b	\$		c	4d	-
11.2.6.5. Vacations	* %						2b	\$		c	4d	-
11.2.7. Officer/Senior NCO Selection Record	* %						2b	\$		c	4d	-
11.2.8. Process completed Actions	* %						2b	\$		c	4d	-
11.3. Types of Court Procedures												
11.3.1. Summary Court-Martial (SCM)	%						A	\$		B	-	-
11.3.2. Special Court-Martial (SPCM)	%						A	\$		B	-	-
11.3.3. General Court-Martial (GCM)	%						A	\$		B	-	-
11.4. Pre-Trial Procedures												
11.4.1. Preliminary Inquiry into Reported Offenses	* %						A	\$		B	3c	#
11.4.2. Investigative Techniques	%						-	-		A	3c	-
11.4.3. Search and Seizure	%						-	-		B	C	-
11.4.4. Apprehension	%						-	-		B	C	-
11.4.5. Confessions	%						-	-		B	C	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE (CONTINUED)												
11.4.6. Immunity Requests	%										C	
11.4.7. Military Rules of Evidence	%						-	-		B	C	-
11.4.8. Punitive Articles	* %						2b	\$		B	3c	-
11.4.9. Draft Charges	* %						2b	\$		c	3c	-
11.4.10. Proof Analysis	%						-	-		A	3c	-
11.4.11. Pretrial Restraints	* %						A	-		B	b	-
11.4.12. Prefer Charges	* %						2b	\$		c	3c	-
11.4.13. Trial Preparation												
11.4.13.1. Prepare Depositions	%						-	-		A	-	-
11.4.13.2. Prepare Stipulations of Fact	%						A	-		A	3c	-
11.4.13.3. Prepare Case Briefs	* %						-	-		b	3c	-
11.4.13.4. Prepare Finding Worksheet	* %						1a	-		-	3c	-
11.4.13.5. Prepare Sentencing Worksheet	* %						1a	-		-	3c	-
11.4.14. Case Docketing	* %						A	-		B	-	-
11.4.15. Process Article 32 Investigation	* %						b	\$		b	c	-
11.4.16. Pretrial Advice	* %						A	-		B	3c	-
11.4.17. Referral of Charges	* %						2b	\$		b	3c	-
11.4.18. Prepare Court-Martial Convening Order	* %						2b	\$		b	3c	-
11.4.19. Identify Allied Papers	* %						A	-		b	-	-
11.4.20. Discovery Requests	* %						-	-		b	3c	-
11.4.21. Pretrial Agreements	%						-	-		b	c	-
11.4.22. Notify Trial Participants	%						b	\$		b	-	-
11.4.23. Assemble Official Trial Folders	%						b	-		b	-	-
11.4.24. Witnesses												
11.4.24.1. Determine Status	* %						A	\$		B	-	-
11.4.24.2. Conduct Interview	* %						-	-		b	3c	-
11.4.24.3. Determine Funding Responsibility	* %						-	-		a	c	-
11.4.24.4. Process												
11.4.24.4.1. Request	%						a	\$		b	-	-
11.4.24.4.2. Subpoena							a	-		b	-	-
11.4.24.4.3. Travel Arrangements	%						a	\$		b	-	-
11.4.24.4.4. Travel Orders	%						a	\$		b	-	-
11.4.24.4.5. Payment voucher	%						a	\$		b	-	-
11.4.24.5. Victim Witness Assistance Program (VWAP)	%						A	-		b	c	-
11.4.25. Bailiff Responsibilities	%						a	\$		b	-	-
11.4.26. Court-room Preparation	%						a	\$		b	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE (CONTINUED)												
11.5. Trial Procedures												
11.5.1. Court-room ethics	%						-					
11.5.2. Arraignment	* %						-					
11.5.3. Presentation of Evidence	* %						-	-		B	3c	-
11.5.4. Findings	* %						-	-		B	3c	-
11.5.5. Sentencing	* %						-	-		B	3c	-
11.6. Post-Trial Procedures												
11.6.1. Prepare Confinement Orders (DD Form 2707)	* %						2b	\$		b	-	-
11.6.2. Deferment of Confinement	%						-	-		B	-	-
11.6.3. Prepare Report of Result of Trial (AF Form 1359)	* %						2b	\$		b	4d	-
11.6.4. Post-Trial Rights												
11.6.4.1. Submission of Matters	* %						A	\$		B	-	-
11.6.4.2. Prepare AF Form 304, Request for Appellate Defense Counsel	%						b	\$		B	-	-
11.6.4.3. Deferment/Waiver of Forfeitures under Article 57Aand 58B	* %						A	-		B	c	-
11.6.5. 14 Day Notification Letter	* %						A	\$		B	-	-
11.6.6. Assemble Records												
11.6.6.1. Verbatim	* %						2b	-		b	-	-
11.6.6.2. Summarized	* %						2b	-		b	-	-
11.6.6.3. Summary Court-martial	%						A	-		b	-	-
11.6.6.4. Other Proceedings	%						A	-		-	-	-
11.6.7. Authentication	* %						b	\$		B	-	-
11.6.8. Service of Record of Trial	* %						b	\$		B	-	-
11.6.9. Staff Judge Advocate Recommendation	* %						A	\$		c	3c	-
11.6.10. Process Clemency Matters	%						A	\$		c	-	-
11.6.11. Addendum to Staff Judge Advocate Recommendation	* %						A	\$		c	c	-
11.6.12. Prepare Action of Convening Authority	* %						2b	\$		b	4d	#
11.6.13. Court-Martial Orders												
11.6.13.1. Prepare	* %						2b	\$		b	4d	#
11.6.13.2. Process	* %						b	\$		b	4d	#
11.6.14. Excess leave												
11.6.14.1. Voluntary	*						-	-		b	-	-
11.6.14.2. Involuntary	*						-	-		b	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
11. MILITARY JUSTICE (CONTINUED)												
11.6.15. Prepare Court-Martial Data Sheet (DD Form 494)							-	-		-	-	-
11.6.16. Records of Trial through Reviewing and Appellate Authorities												
11.6.16.1. GCM (Article 64a, UCMJ)							A	-		B	C	-
11.6.16.2. TJAG (Article 69, UCMJ)							A	-		B	C	-
11.6.16.3. Air Force Court of Criminal Appeals (AFCCA) (Article 66, UCMJ)							A	-		B	C	-
11.6.16.4. United States Court of Appeals for the Armed Forces (CAAF) (Article 67, UCMJ)							A	-		B	C	-
11.6.16.5. U.S. Supreme Court (Article 67a, UCMJ)							A	-		B	C	-
11.6.16.6. Decisions of the AFCCA and CAAF							A	-		B	C	-
11.7. Other Post-Trial Matters												
11.7.1. Prepare Certificate of Correction							-	-		b	-	-
11.7.2. Vacate Suspension							-	-		b	-	-
11.7.3. Process Inquiries							-	-		b	-	-
11.7.4. Supplementary Orders							-	-		c	c	-
11.8. Automated Military Justice Analysis and Management System (AMJAMS)/DIBRS												
11.8.1. Prepare Inputs												
11.8.1.1. Article 15 Actions												
11.8.1.1.1. Personal Data	* %						2b	\$		b	3d	-
11.8.1.1.2. Investigation	* %						2b	\$		b	3d	-
11.8.1.1.3. Punishment	* %						2b	\$		b	3d	-
11.8.1.1.4. Subsequent Actions	* %						2b	\$		b	3d	-
11.8.1.2. Court-Martial												
11.8.1.2.1. Personal Data	* %						2b	\$		b	3d	-
11.8.1.2.2. Investigation	* %						2b	\$		b	3d	-
11.8.1.2.3. Pretrial	* %						2b	\$		b	3d	-
11.8.1.2.4. Trial	* %						2b	\$		b	3d	-
11.8.1.2.5. Post-Trial	* %						2b	\$		b	3d	-
11.8.1.2.6. Appellate	*						-	-		B	3d	-
11.8.2. Use Management Reports	*						-	-		B	3d	#

Attachment 6

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
12. CLAIMS ADMINISTRATION TR: AFIs 51-501, 502 & AFM 51-505												
12.1. Organization	%						A	\$		B	-	-
12.2. Responsibilities of Claims Personnel	%						A	\$		B	-	-
12.3. Policies	%						A	\$		B	-	-
12.4. Terminology	%						A	\$		B	-	-
12.5. Claims Office Management												
12.5.1. Manage Claims Funds	%						-	-		b	c	-
12.5.2. Reconciliation	%						-	-		-	-	-
12.5.3. Prepare Letters of Appointment												
12.5.3.1. Claims Officer	%						a	-		b	-	-
12.5.3.2. Assistant Claims Officer	%						a	-		b	-	-
12.5.3.3. Settlement Authority	%						a	-		b	-	-
12.6. Claims Investigations												
12.6.1. Pre-Accident/ Incident Preparation												
12.6.1.1. Claims Kit	%						A	\$		B	c	-
12.6.1.2. Key Personnel	%						A	-		B	c	-
12.6.2. Conduct Investigations												
12.6.2.1. Interview Witnesses	* %						a	-		b	3c	-
12.6.2.2. Witness Statements	* %						a	-		b	3c	-
12.6.2.3. Reports from Other Agencies	%						a	-		b	c	-
12.6.3. Post-Investigations												
12.6.3.1. Preliminary report	%						a	\$		B	c	-
12.6.3.2. Potential Claims File	%						a	\$		B	c	-
12.6.3.3. Seven Point Memorandum	* %						a	-		b	3c	-
12.7. Inspections												
12.7.1. Conduct	* %						b	\$		b	-	-
12.7.2. Prepare Report	* %						b	\$		b	-	-
12.7.3. Prepare Request for assistance from other Agencies	%						b	\$		b	-	-
12.8. Disaster Control Group												
12.8.1. Disaster Responses	%						A	-		b	C	-
12.8.2. Major Accident Responses	%						A	-		b	C	-
12.9. Fraudulent claims	%						A	-		b	c	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
13. INITIAL CLAIMS PROCESSING PROCEDURES TR: AFIs 51-501 & 502												
13.1. Conduct interview												
13.1.1. Determine eligibility of Claimant	* %						b	\$		b	-	-
13.1.2. Determine appropriate jurisdiction	* %						b	\$		b	-	-
13.1.3. Determine appropriate Chapter/Acts	* %						b	\$		b	-	-
13.1.4. Provide proper forms and instructions	* %						b	\$		b	-	-
13.2. Accept Claim	* %						2b	\$		b	-	-
13.3. Assemble Claims File												
13.3.1. Obtain required documents from claimant	* %						2b	\$		b	-	-
13.3.2. Place documents in proper order in folder	* %						2b	\$		b	-	-
13.3.3. Annotate receipt of claim	* %						2b	\$		b	-	-
13.3.4. Assign claim number	* %						2b	\$		b	-	-
13.3.5. Prepare file label	* %						2b	\$		b	-	-
13.3.6. Mark appropriate exhibits	* %						2b	\$		b	-	-
14. PROCESS INCIDENT TO SERVICE CLAIMS TR: AFI 51-502												
14.1. Personnel Claims												
14.1.1. Transportation related claims	*						2b	\$		c	-	-
14.1.2. General Personnel Claims	* %						2b	\$		c	-	-
14.1.3. Manual adjudication	* %						2b	\$		c	-	-
14.1.4. Settlement	* %						b	\$		c	-	-
14.1.5. Reconsiderations	*						b	\$		c	-	-
14.1.6. Salvage Property							b	-		c	-	-
14.1.7. Natural Disasters	%						-	-		c	-	-
14.2. Process Carrier Recovery Claims												
14.2.1. Increased Valuation	*						a	-		c	-	-
14.2.2. Full Replacement Value	*						-	-		c	-	-
14.2.3. Overseas Shipment	*						2b	-		c	-	-
14.2.4. DPM Contractors	*						2b	-		c	-	-
14.2.5. Nontemporary Storage (NTS)	*						2b	-		c	-	-
14.2.6. International Air Cargo Shipments							-	-		c	-	-
14.2.7. Hand-carried Baggage	%						-	-		c	-	-
14.2.8. Carrier's rights							A	\$		B	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
14. PROCESS INCIDENT TO SERVICE CLAIMS (CONTINUED)												
14.3. Insurance Recovery Procedures												
14.3.1. Personnel Claims	*						b	-		b	-	-
14.3.2. Carrier Recovery	*						b	-		b	-	-
14.4. Partial Payments	%						A	-		b	-	-
14.5. Emergency Payments	%						A	-		b	-	-
15. PROCESS ANTI-GOVERNMENT CLAIMS TR: AFI 51-501 & 51-502												
15.1. Federal Tort Claims Act												
15.1.1. Tort Law	*						b	-		B	3c	-
15.1.2. Statutory Requirements	*						b	-		B	3c	-
15.1.3. Settlement	*						b	-		b	3c	-
15.1.4. Litigation Support							A	-		b	c	-
15.2. Military Claims Act												
15.2.1. Tort vs Noncombat Activity	* %						b	-		b	c	-
15.2.2. Statutory Requirements	* %						b	-		b	c	-
15.2.3. Settlements	* %						b	-		b	c	-
15.2.4. Appeals	* %						A	-		b	c	-
15.3. Foreign Claims Act												
15.3.1. Adjudicate	%						-	-		b	-	-
15.3.2. Prepare Memorandum of Opinion	%						-	-		b	-	-
15.3.3. Prepare Settlement Agreement	%						-	-		b	-	-
15.3.4. Forward File	%						-	-		b	-	-
15.4. Medical Malpractice Claims Overview							-	-		b	c	-
15.5. International Agreement Claims	%						-	-		b	-	-
15.6. Use of Government Property Claims	%						-	-		b	-	-
15.7. National Guard Claims Act							-	-		b	-	-
15.8. Nonappropriated Fund Claims							-	-		b	-	-
15.9. Process Article 139, UCMJ							-	-		B	-	-
15.10. Admiralty Claims							-	-		B	-	-
15.11. Civil Air Patrol (CAP) Claims							-	-		B	-	-
15.12. Advance Payments	%						A	-		b	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
16. PROCESS PRO-GOVERNMENT CLAIMS TR: AFI 51-502												
16.1. Federal Medical Care Recovery Act												
16.1.1. Hospital Recovery Program Management												
16.1.1.1. Notification of Potential Third Party Liability							a	-		b	c	-
16.1.1.2. Process AF Form 438							a	-		b	c	-
16.1.1.3. Process Questionnaire							a	-		b	c	-
16.1.1.4. Assert							a	-		b	c	-
16.1.1.5. Monitor							a	-		b	c	-
16.1.2. Potential sources of recovery							a	-		b	c	-
16.1.3. Coordination of Benefits							a	-		b	c	-
16.1.4. Settlements							a	-		b	c	-
16.1.5. US Attorney 's role							-	-		b	c	-
16.2. Torts in favor of the Government												
16.2.1. Review source documents	*						b	-		b	3c	-
16.2.2. Prepare Demand Letter	*						b	-		b	3c	-
16.2.3. Process Settlement	*						b	-		b	3c	-
17. FINAL CLAIMS PROCESSING PROCEDURES TR: AFIs 51-501 & 502												
17.1. Approval process	* %						2b	\$		B	-	-
17.2. Prepare Settlement Letter	* %						2b	\$		b	-	-
17.3. Prepare Settlement Agreements/Releases	* %						b	-		b	-	-
17.4. Prepare Settlement Voucher												
17.4.1. SF 1034	* %						2b	\$		b	-	-
17.4.2. SF 1145	*						b	-		b	-	-
17.4.3. DD Form 1131	* %						2b	\$		b	-	-
17.4.4. FMS Form 195, 196, and 197-A							b	-		b	-	-
17.5. Prepare Notice of Unearned Transportation Charges	*						b	-		b	-	-
17.6. Prepare Files for Offset	*						B	\$		b	-	-
17.7. Finalize claim	* %						2b	\$		b	-	-

1. Tasks, Knowledge And Technical References	2. Core / Deploy-ment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
18. ARMED FORCES CLAIMS INFORMATION MANAGEMENT SYSTEM (AFCIMS) TR: AFIs 51-501 & 502												
18.1. Inputs												
18.1.1. FMCRA/COB							2b	-		b	-	-
18.1.2. Personnel Claims/Carrier Recovery	* %						2b	\$		b	-	-
18.1.3. Anti/Pro Torts												
18.1.3.1. MCA	* %						2b	-		b	-	-
18.1.3.2. FTCA	*						2b	-		b	-	-
18.1.3.3. G-Claims	*						2b	-		b	-	-
18.1.3.4. Foreign Claims	%						-	-		b	-	-
18.1.3.5. NAF Claims							-	-		b	-	-
18.1.3.6. ANG Claims							-	-		b	-	-
18.2. Transfer Claims	* %						2b	\$		b	c	-
18.3. Funds	* %						2b	-		b	3c	-
18.4. Information Management and Reports	*						-	-		B	3c	#
18.5. Suspense Management	*						-	-		b	c	#
18.6. Systems Management												
18.6.1. Backup	%						A	-		-	c	-
18.6.2. Archive	%						A	-		-	c	-

Attachment 7

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
19. NUMBERED AIR FORCE (NAF) SUPERINTENDENTS PARALEGAL FUNCTIONS TR: AFIs 51-201, 51-501 & 51-502												
19.1. Act as liaison between Law Office Managers and MAJCOM Functional Manager							-	-		-	-	-
19.2. Conduct Staff Assistance Visits (SAVs)							-	-		-	-	-
19.3. Oversee GCM Military Justice Activities							-	-		-	-	-
19.4. Manage GCM Witness Budget							-	-		-	-	-
19.5. Manage Single Service Claims Responsibility							-	-		-	-	-
19.6. Assist Staff Judge Advocate with Operational Law Matters							-	-		-	-	-
19.7. Manage NAF Law Center							-	-		-	-	-

Attachment 8

1. Tasks, Knowledge And Technical References	2. Core / Deployment Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	D
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	Course	LOM Course
20. MAJOR COMMAND (MAJCOM) PARALEGAL FUNCTIONS TR: AFMAN 10-401 V1, AFI 36-2201, AFMANs 36-2245, 36-2247, AFIs 36-2626 & 38-205												
20.1. Manage Retraining Program							-	-		-	-	-
20.2. Act as a focal point for Training Issues							-	-		-	-	-
20.3. Manage Formal Training							-	-		-	-	-
20.4. Conduct Staff Assistance Visits and Quality Assessments							-	-		-	-	-
20.5. Manage Manpower							-	-		-	-	-
20.6. Manage Personnel Issues							-	-		-	-	-
20.7. Manage Computer Assets							-	-		-	-	-
20.8. Compile Reports for Air Staff							-	-		-	-	-
20.9. AMJAMS/AFCIMS Oversight							-	-		-	-	-
20.10. Coordinate Air Reserve Component Paralegal Issues							-	-		-	-	-
20.11. Conduct Conferences							-	-		-	-	-
20.12. Source Deployments							-	-		-	-	-